

**Pomona College
Career Development Office**

First Year Checklist

- ⇒ Succeed in your courses. Get to know your professors and ask how you can improve.
- ⇒ Try out a job on or off campus. Register on Route 47 via the CDO Web www.pomona.edu/cdo/route47 to search for these opportunities.
- ⇒ Tutoring is a great part-time job to consider: pay, flexible hours, and community involvement. All tutoring opportunities are posted on Route 47. Log on and search with keyword "tutor" to locate tutoring jobs.
- ⇒ Join a club or activity and become involved.
- ⇒ Stop by the Career Development Office and meet with a staff member during Drop-In Advising hours to review the services and the vast resources.
- ⇒ Visit the CDO Web for Students www.pomona.edu/cdo/students and review the Resume Guide www.pomona.edu/cdo/students/resumeguide, CDO Online Resources www.pomona.edu/cdo/resources/ and other sections.
- ⇒ Spend an afternoon in the CDO Resource Library and explore the possibilities.
- ⇒ Start your summer job or internship search in *December*.
- ⇒ Make a tentative choice of your major.
- ⇒ Read all the emails that come from the CDO.
- ⇒ Attend the various career fairs and forums hosted by the 5-Cs.
- ⇒ Use the fax, copy machine, resume paper and computers in the CDO for your summer job search to reduce time chasing around for resources.

*Where
Distinguished
Futures Begin*

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www.pomona.edu/cdo