

# Sophomore Year – Planning to Get From Here to There

## Keystone Promise Step 3:

Have your resume and cover letter reviewed and saved on file at the Career Development Center

- Write a draft of your resume and cover letter. You may use the following tools for assistance:
  - Optimal Resume – A resume and cover letter writing software program in which you can input your information (education, relevant experiences, etc.) that will assist in creating and formatting your resume. With a variety of templates to choose from, it will allow you to personalize your resume, as well as produce a professional product. The program may also be used for guidance in composing an effective cover letter.
  - College Central Network – College Central Network is an online resource, providing a “Build a Resume” feature, similar to Optimal Resume. In addition, it provides links to job and internship postings, career-related articles, and the option of uploading application materials for future employers.
  - Career Development Center Guide Sheets – Flyers available online and in the CDC office providing detailed instructions on writing and perfecting your resume and cover letter.
- Once you have completed the drafts of your resume and cover letter, you may either email them directly to [cdc@keystone.edu](mailto:cdc@keystone.edu) for review or schedule an appointment to meet with a career counselor.
- After having your resume and cover letter reviewed, you must revise and resubmit them to the CDC for approval.
- When your resume and cover letter have been approved they will be saved on file at the Career Development Center, completing Step 3.

## Keystone Promise Step 4:

Secure Three Professional References

- Professional references are individuals you have cultivated positive relationships with, and who are comfortable and enthusiastic about speaking or writing on your behalf in reference to career opportunities, internships, and graduate school.
- During sophomore year, you must begin thinking about what professional relationships you have developed up until this point, to determine who could serve as a positive reference. Professional relationships include:
  - Employers/former employers
  - Professors
  - Coaches/Staff
  - Student Activity Advisors
- Once you have determined which individuals would serve as your strongest professional references, you must speak with them directly and ask permission to use them as a reference and provide their information for others to contact them.

