



# Your Career Readiness Checklist

TO HELP YOU ON YOUR POST-GRADUATE JOURNEY, FOLLOW THESE IMPORTANT STEPS:

- Call your Learner Services advisor at 888-676-7805 to complete your Grad Chat.
- About 13 weeks prior to graduation (within the first two weeks of your Career Readiness Course), submit your resume and implement the feedback from your instructor.
- Complete your Career Readiness Course Survey. (This will give us the information we need to help you with your job search.)
- Contact your UMA interview specialist to fine-tune your resume and to get your Graduate Kit, which includes copies of your resume and other valuable documents.
- Meet with your new Career Services advisor, who will help you with your post-graduate goals.

## KEY CONTACTS:

These will be your most important contacts as you navigate and prepare for your post-graduate journey.

Academic Services	888-215-8215
Career Services	888-216-0535
Classroom Support	888-216-1667
Learner Services	888-216-0544
Practice Interview	888-214-8723