

Congratulations Keegan! You have completed the Earning Money course.

Now that you've completed this course on Earning Money, we've got a few action items for you to review to keep you moving forward.

Keegan Neal | Earning Money | February 16, 2018

Action Items

1. **Create your Career Map**

Just like any great road trip, your career needs a map to help you plan and prepare for the journey. You're off to a good start by completing the following:

- ☐ Create a list of your career-related skills and work history
- ☐ Identify three ways you can boost your experience or skills for the jobs that you want
- ☐ Write down three people you would like to ask for an informational interview about their work
- ☐ Write down three people who could serve as references. Be sure to ask their permission and for their preferred contact information.
- ☐ Write down three employers to whom you want to apply
- ☐ Write down one thing you can do to build experience or gain skills in your desired field

Now use our Career Map outline to finish creating your plan. The Career Map is available as the next item in the navigation pane, or use the right arrow to move to it.

2. **Proactively plan to balance work and school**

If you'll be working in school, reach out to professors, advisors, and campus resource offices to get help and ensure you have a plan to stay on track.

3. **Create or review your resume**

Remember to update your resume regularly and try to incorporate modern touches, like links to an online portfolio or career profile. This shows employers you took the time to make a good first impression. And remember, tailoring your resume for each employer will show how your skills align with what they're seeking. Keep these resume tips in mind:

- ☐ Don't forget current contact information: address, phone, and email
- ☐ Use a legible font so others can read it; do not use decorative fonts
- ☐ Make summaries or a personal statement specific. State your skills and what value

- you can bring to that company
- ☐ Quantify your job responsibilities as much as possible, and focus on your accomplishments
 - ☐ Spellcheck and review grammar
 - ☐ Keep it simple: easy to read and not too long
 - ☐ Leave out personal information like hobbies, family, and pictures

4. Keep your interviewing skills fresh

Always have your elevator speech ready, a 30 second summary that showcases your strengths and skills and what you can bring to a company. When preparing for an actual interview, remember to research the company so you can ask informed questions. Running through a mock interview with a friend, mentor, or career advisor can also help you prepare to answer common interview questions like "Tell me about yourself."

5. Use your new net salary to adjust your spending plan

Know the difference between your gross salary and net salary so you can budget your money accordingly. Our [post-tax calculator](#) will help you see the difference between what you earn and what you actually take home.