

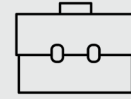
# ACTION-ORIENTED LEI TIMELINE

Below you will find activities and experiences you, as a student, can participate in to help you explore, prepare, experience, and achieve success in your major and career. Choose and participate in as many as interest you.

## Explore

- Learn how the [Pomerantz Career Center](#) can connect you to major and career exploration resources
- Meet with a [Career Coach](#) at the Pomerantz Career Center to explore occupations
- Explore leadership, business, or entrepreneurial positions in [Handshake](#) or view the [outcomes dashboard](#) to learn about career options
- Explore [LEI careers](#) using Pomerantz Career Center major and career resources
- Learn about the [Enterprise Leadership](#) major and connect your [UPO Academic Advisor](#) or your [Pre-Business Academic Advisor](#)
- Fill out the My Preferences tab on [My Career Path](#) and explore suggested activities
- Set up an [informational interview](#) or job shadow with someone in a business, leadership, or entrepreneurial role
- Arrange a job shadow with a leadership or entrepreneurial professional over winter or spring break
- Explore [student organizations](#) related to leadership or entrepreneurship such as I-Envision, Enactus, or Sigma Nu Tau
- Meet with an [Iowa JPEC](#) faculty or staff member to learn about professional and entrepreneurial opportunities through Iowa JPEC
- Complete your [Handshake](#) profile, explore current positions available to identify interests

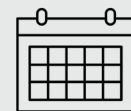
## Resources to Bookmark



[Pomerantz Career Center](#)



[Handshake](#)



[University Calendar](#)

[Tippie Calendar](#)



[UPO Office](#)



[Career Coaches](#)

[Tippie Career Services](#)



[Enterprise Leadership](#)



[Tippie Toolkit](#)

# ACTION-ORIENTED LEI TIMELINE

## Prepare

- [Volunteer](#) with non-profit organizations where you can use and develop your professional business and leadership skills
- Create your [resume](#) using Pomerantz Career Center or [VMOCK](#) and highlight your entrepreneurial and business projects, courses, and tailor your bullet points toward your entrepreneurial goals
- Have your [resume reviewed](#) by a Career Coach or Peer Career Advisor at the Pomerantz Career Center
- Start a [LinkedIn](#) account and create a profile; get a professional headshot at Tippie or Pomerantz Career Center, and follow companies and organizations of interest
- Consider joining [student organizations](#) related to leadership or entrepreneurship
- Complete your [Handshake](#) profile, upload your resume, and begin applying to jobs or internships related to leadership or entrepreneurship interests
- Meet with a [Career Coach](#) at Pomerantz Career Center to learn how to conduct an internship search
- Update your [My Career Path](#) preferences and explore new suggested activities
- Attend the [Fall and Spring Job and Internship Fairs](#) sponsored by Pomerantz Career Center to learn more about prospective employers
- Attend student organization-sponsored job fairs
- Participate in a [Mock Interview](#), [Big Interview](#), or [Case Coach](#) to brush up on your interview skills
- Initiate a conversation with your leadership and entrepreneurship faculty to expand your knowledge about the major, industry, and careers
- Be aware of events offered by the [University of Iowa](#), [Tippie College of Business](#), [Pomerantz Career Center](#), and [Handshake](#)

# ACTION-ORIENTED LEI TIMELINE

## Experience

- Participate in at least 2 of the following:
  - Business/Entrepreneurial internship
  - Business/Entrepreneurial case study
  - Externship/job shadow/informational interview
  - Alternative spring break
  - Employer-sponsored summer program
  - Part-time/summer job for a small business/entrepreneur
  - Study abroad/international volunteer or internship experience
  - Business research opportunity

### Take advantage of additional opportunities to gain experience:

- Participate in a business consulting/field study project or [academic internship](#) through Iowa JPEC
- Participate in [professional development](#) activities (i.e. Coursera or LinkedIn Learning)
- Participate in a [career trek](#) offered by the Pomerantz Career Center or your department for exploration and networking opportunities
- Attend scheduled out-of-the-classroom networking and professional [events sponsored by Iowa JPEC](#)
- Work in a [Student Employment](#) job on or off campus to gain general work experience and see if you can take on leadership/business-related duties
- Take on a leadership role or volunteer for responsibilities within a student organization
- Get involved by participating in the [OEI Summer Workshop](#), [Enactus](#), or [Startup Incubator](#)
- Attend [1 Million Cups](#) in Iowa City to converse with entrepreneurs
- Reach out to faculty for information about the ROTH and SXSW entrepreneurial conferences
- Participate in suggested activities from [My Career Path](#) to explore additional opportunities

### While you gain experience, continue with the following:

- Participate in [Mock Interviews](#), [Big Interview](#), or [Case Coach](#) to develop your interview skills
- Write a [sample cover letter](#) focused on your entrepreneurship or leadership knowledge, skills, and experiences
- Identify and develop your brand through tailoring your resume, cover letter, and [portfolio](#) materials
- Attend the [Fall and Spring Job and Internship Fairs](#) sponsored by Pomerantz Career Center
- Attend student organization-sponsored job fairs
- View undergraduate [career leads](#) to identify opportunities of interest to your career goals
- Use [Handshake](#) and other business-related sites to search for finance internships/jobs

# ACTION-ORIENTED LEI TIMELINE

## Achieve

- Plan to invest at least 10 hours a week toward your job search (average student may apply to 50+ positions)
- Apply for full-time jobs beginning in September – knowing the average search can take 6-9 months
- Create an individual job search action plan with clear targets and action steps
- Update your [Handshake](#) profile and use Handshake to conduct a job search
- Create a “saved search” or “search agent” in Handshake, tailored towards your career interest areas
- Learn how to use other job search resources, including personal contacts and faculty leads
- View undergraduate [career leads](#) to identify opportunities of interest to your career goals
- Update and tailor your [resume](#) and [cover letters](#) to highlight your entrepreneurship or leadership experience and knowledge
- Prepare a list of [references](#)/seek recommendations from professors and other professionals
- Attend [Fall and Spring Job and Internship Fairs](#) sponsored by Pomerantz Career Center and connect on LinkedIn with recruiters of employers that are of interest to you
- Attend student organization-sponsored fairs and networking events
- Attend workshops/activities sponsored by Iowa JPEC and seek contact information from speakers
- Join professional organizations to make connections
- Participate in a [Mock Interview](#), [Big Interview](#), or [Case Coach](#) to polish your interview skills
- Use Pomerantz Career Center resources to investigate [salary ranges](#) for jobs that you are considering
- Use [LinkedIn](#) to connect to alumni who work for companies that don't traditionally recruit through fairs or postings on campus
- Once an offer is received, read it carefully, ask questions of the organization's HR contact, consult with a mentor or Career Coach, negotiate any changes in writing, and respond by the deadline