USC Viterbi
School of Engineering

Career Success Navigator (CSN) Preparation Checklist

Each Alumni will need to use this guide to complete all sections and then submit all of your documents to vcareers@usc.edu to have our office review the documents before obtaining access to resume appointments.

If you are a current graduate student, please download the iOS App or visit the web version here. Please do not use this version as it was designed for Graduate Alumni Only.

☐ Complete the following Career Success Modules & quiz with a 90% or above grade
1. Resume Tips
2. Viterbi Career Gateway

☐ Self-Critique Resume using the Resume Checklist and completing all areas
1. Draft and review your resume using the Resume Checklist
2. Draft and review your cover letter using the Cover Letter Checklist

☐ Submit your resume to VMock for personalized review, achieving a score of at least 80%

All students are REQUIRED to bring PRINTED copies of the following for in-person appointments:

1. **Resume & Cover Letter** tailored to a specific job description & copy of the job posting **(yes you need to bring a cover letter, even if the jobs you are applying to are not asking for them)**
2. Resume **and** Cover Letter Checklist with all boxes completed
3. A screenshot or any other visual to show your VMock score is above 80% with your name in it

We cannot print any of these documents in the Career Connections Office

Do you still have specific questions?

- Complete all instructions above, and submit your documents to vcareers@usc.edu . Once our office reviews your documents, we will then update your account to schedule appointments on Viterbi Career Gateway.
- Obtain writing and grammatical assistance from the Writing Center to review your Resume and Cover Letter in Taper Hall 216 https://dornsife.usc.edu/writingcenter/

USC Viterbi School of Engineering - University of Southern California
Student Engagement & Career Connections
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