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| Business - Management Concentration | Bachelor of Arts - Bothell CampusUW logo |
|  | 0-45 credits | 45-135 credits | 135+credits | **Career Development Checklist*** Register on Handshake
* Develop Resume
* Build LinkedIn & Handshake profiles
* Network with alumni/ industry professionals
* Research careers and skill requirements for your major
* Participate in an internship/experiential education opportunity
* Practice mock interviews
* Develop list of references and recommenders
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| EDUCATION*What do I want to do?* | * Explore  [Business Management Concentration](https://www.uwb.edu/business/undergraduate/business-administration/management) Webpage
* Meet with [professors](https://www.uwb.edu/business/faculty)/[Pre-Major Advisors](https://www.uwb.edu/premajor/academic-advising/advisors)
* Explore [study abroad opportunities](https://www.uwb.edu/connected-learning/global/abroad)
* Consider taking the Career Exploration class [BISSKL 250](https://www.washington.edu/students/crscatb/bisskl.html)
 | * Complete the School of Business Orientation
* Explore the [Office of Connected Learning](https://www.uwb.edu/connected-learning/) to find research opportunities
* Explore [graduate school options](https://guides.lib.uw.edu/friendly.php?s=bothell/gradschool), including program and admission requirements
* Explore courses/projects that will sharpen your skills with Excel, Quickbooks, etc.
* Participate in [Community-Engaged Learning and Research (CELR)](https://www.uwb.edu/connected-learning/celr) coursework
 | * Apply to graduate school (if applicable), [make an appointment with Career Services](https://www.uwb.edu/career-services/appointments) to help you with the process
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| HANDS ON LEARNING*What can I do to achieve my goals?* | * Participate in [campus activities](https://www.uwb.edu/sea/events) to build community and network with others
* [Join a club or student government](https://www.uwb.edu/sea/getinvolved) to build skills in leadership, communication, and working with diverse populations
* Find [volunteer opportunities](https://www.seattle.gov/get-involved) with your community or local non-profit
 | * Join [Delta Sigma Pi](https://dspuwb.com/home)
* [Network](https://www.uwb.edu/career-services/resources/networking) with faculty, advisors, peers, & alumni in your major/career focus
* Attend [career fairs/networking events](https://www.uwb.edu/career-services/events)
* Participate in campus operations by joining a committee like [SAF](https://www.uwb.edu/sea/getinvolved) or [STF](https://www.uwb.edu/sea/getinvolved)
* Apply to the Business School’s [Mentorship Edge Program](https://www.uwb.edu/business/resources-opportunities/mentorship-edge)
 | * Practice your [elevator speech](https://www.uwb.edu/career-services/resources/networking/elevator-speeches-pitches) and network with faculty, peers and alumni for post-graduation planning
* Join the [UW Alumni Association and Husky Landing](https://www.uwb.edu/alumni) to find mentorship & networking opportunities
* Utilize [LinkedIn Learning](https://careers.uw.edu/linkedin-learning/) to develop and enhance skills
* Seek higher leadership role in club, on-campus job, or volunteer activity
 | **Employment Opportunities:** Management, Human Resources, Operations, Insurance, Sales, Banking & Finance**Related Careers**: Project, Operations or Information Management Project Management, Employee Relations Recruiting/Staffing, Business Strategy, Asset & Risk Management**Licensing/certification:** Project Management Professional, Certified Business Process Associate, SHRM Certification**Post-Baccalaureate Degree Paths:** Master’s of Business Administration**Companies who have hired on Handshake:** Boeing, Microsoft, Expedia, Costco Wholesale, Terex Corporation, Capital One, PACCAR**Professional Associations:** American Management Association, Society for Human Resource Management  |
| CAREER PREPARATION*How can I help myself get a job?* | * Make your [first appointment with Career Services](https://www.uwb.edu/career-services/appointments) to develop your resume and LinkedIn profile
* Register for [Handshake](https://uw.joinhandshake.com/login) (UW’s free job & internship board) and complete your profile
* Use the [UW Bothell’s LinkedIn Alumni page](https://www.linkedin.com/school/university-of-washington-bothell/people/), [WOIS.org](https://www.uwb.edu/career-services/resources/majors-and-careers), and [What Can I Do With This Major](https://www.uwb.edu/career-services/resources/majors-and-careers) to research careers and skill requirements
* Conduct [informational interviews](https://www.uwb.edu/career-services/resources/networking/career-conversations) with alumni and other industry professionals for career advice, job research, and mentorship opportunities
 | * Intern with an employer/career of interest **(Apply for summer internships Autumn of 3rd year-** Ex(s): Leadership Development, Program Manager, Product Management)
* Job shadow to clarify career interests
* Update [resume](https://www.uwb.edu/career-services/resources/resumes) with relevant academic coursework/project
* Update [LinkedIn/e-portfolio](https://www.uwb.edu/career-services/resources/networking) and [Handshake](https://uw.joinhandshake.com/login) profile with projects and accomplishments which highlight your skills
* Apply to [Student Employment](https://www.uwb.edu/hr/student/huskyhires) opportunities to gain experience and leadership
 | * Visit [Career Services](https://www.uwb.edu/career-services/appointments) to refine your resume/LinkedIn profile, job search strategies, and interview skills
* Develop a list of [academic references and recommenders](https://www.uwb.edu/career-services/resources/recommendation)
* Begin applying for jobs
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Additional Resources:

* For international students with questions about OPT/CPT, please see [International Student Services](https://www.uwb.edu/international-student-services).
* Feeling overwhelmed? Make an appointment with [Career Services](https://www.uwb.edu/career-services) for career-related support or with the [Counseling Center](https://www.uwb.edu/student-affairs/counseling) for mental health support.