

Career Advising Session Recap

Date: [Insert Date]

Advising Office: [Insert Office Name]

Advisor: [Advisor's Name]

Student: [Student's Name]

Session Overview

During our meeting on [Insert Date], we discussed the following topics:

- Assessment of current career goals
- Review of academic progress
- Internship and job search strategies
- Networking opportunities
- Skills development resources

Action Items

Based on our discussion, please complete the following:

1. Update your resume and send it to me for review.
2. Research potential internships in your field of interest.
3. Attend at least one networking event this semester.
4. Schedule a follow-up meeting for [Insert Date].

Additional Resources

Here are some resources we talked about:

- [Insert Resource 1]
- [Insert Resource 2]
- [Insert Resource 3]

Feel free to reach out if you have any questions or need further assistance.

Best regards,

[Advisor's Name]

[Advisor's Title]

[Contact Information]