

# CAREER SERVICES

## Career Development Timeline

### STAGE 1: QUESTION (TYPICALLY FRESHMAN YEAR)

- Become familiar with Career Services!
- Explore and register for courses that interest you
- Join a club/organization
- Contact Career Services to take a career assessment
- Begin to develop a resume
- Create a LinkedIn account
- Begin networking
- Create a Purple Briefcase account
- Ensure your online and social media presence are and remain appropriate

### STAGE 2: RESEARCH (TYPICALLY SOPHOMORE YEAR)

- Update your resume
- Declare or review your major
- Begin to assess your strengths and skills
- Explore three career paths (utilize internet searches, informational interviews, job shadowing)
- Start to think about internships or part-time jobs (be sure to check out Purple Briefcase!)
- Set up job email alerts which will assist you with career exploration
- Become involved in extracurricular activities (both on and off campus)

### STAGE 3: DECISIONS (TYPICALLY JUNIOR YEAR)

- Update your resume
- Meet with Career Services to discuss graduate school, job searching, networking, interviewing
- Identify a specific job title of interest
- Complete an internship
- Attend career and graduate school fairs
- Learn about graduate school programs, entrance exams, admission requirements and deadlines
- GRE prep (take a **free** online GRE practice test!)
- Take the GRE, LSAT, GMAT or other required entrance exam for graduate school
- Begin to collect references

### STAGE 4: ACTION (TYPICALLY SENIOR YEAR)

- Summarize and analyze all of your experiences, skills, and strengths
- Write cover letters, update resume
- Write personal statements for graduate school
- Have job/graduate school application materials reviewed by Career Services
- Develop a prospective employer list
- Continue to attend career and graduate school fairs
- Apply to jobs and/or graduate schools
- Arrange for transcripts to be sent to graduate schools
- Contact professors to be listed as references or to write letters of recommendations
- Send thank you notes to your references

