Third Year Students ~ Refine & Experience

Goal: To develop & implement the strategies necessary to conduct an effective internship or job search

- Refine your resume and online profiles regularly and share them
- Obtain an internship, secure part time work, or volunteer in an area of interest
- Contact a COACH, develop a mentor relationship with a professional
- Attend all applicable Career Fairs, employer events and presentations
- Continue researching career fields and opportunities; investigate graduate school programs
- Choose elective courses that will help you develop skills (computer, public speaking, language, etc.)
- Participate in “Polished & Professional” events (ie.: Dining Etiquette)
- Become a leader in one of the organizations you have joined; consider membership in a professional organization off-campus

Considering Graduate School...

- Begin choosing which programs and graduate schools you would like to apply to.
- Research which tests are required for entry into the program (e.g. GRE, GMAT, etc.). Register for the test early, so you can re-take it if necessary. Once you set the test date, STUDY!
- Begin to ask professors for letters of recommendation if they are required for the application.
- Start your curriculum vitae (most schools will require you to submit a CV, NOT a resume).
Fourth Year Students ~ Execute & Transition

Goal: To successfully execute your job search and transition from student to professional

- Finalize your resume and online profiles and have them reviewed at Career Services
- Review the graduate school application process for deadline dates
- Network; tell everyone you are graduating and looking for employment
- Continue to participate in internships and part time jobs to build your skills and experience
- Attend all applicable Career Fairs, employer events and presentations
- Apply for positions using Career Center resources and your own network

Considering Graduate School...

- Look up each schools application requirements and begin to assemble the application. Start the supplemental requirements (i.e. personal statement, portfolio, writing samples). Be sure to look up important deadlines as well.
- Research possible scholarships and Graduate Assistant positions; find out how to apply and the deadlines to apply by.
- Check in with professors about letters of recommendations.
- Once all applications are submitted, follow up with the Admissions Offices to make sure they receive all parts of the application.