

**Career Development Office
Timeline & Checklist
Juniors – Starting Spring 2010**

√ Completed

NOW THROUGH SUMMER

- _____ Begin investigating options by researching in the Career Libraries, meeting with a career counselor, and conducting informational interviews.
- _____ If in Philadelphia area, use CDO and counselor over the summer.
- _____ Attend ALUMNI/AE-STUDENT NETWORKING RECEPTIONS or other networking events in your area.
- _____ Prepare a resume and prototype cover letter, and have it reviewed by CDO.
- _____ Network and information gather on the summer job.
- _____ Begin networking by talking with alumni/ae about your specific fields of interests.
- _____ Begin fellowship preparation and application process during the summer.

SEPTEMBER

- _____ Meet with a *peer career advisor* to have a rough draft of your resume critiqued.
- _____ *Attend Senior Orientation, complete online Recruiting Orientation, and GET REGISTERED ON OCEAN!!!!* Gain an overview of senior activities and programs (job search and graduate school options).
- _____ *Attend and view online CDO Workshops.*
- _____ Prepare for graduate/professional school application process. Obtain applications. Speak with faculty about specific graduate programs. **Register** for the GRE , LSAT, GMAT or MCAT or other appropriate exam.
- _____ Open a credential file (in CDO, at your home school) and obtain letters of reference from faculty, former employers, etc.
- _____ Complete fellowship preparation and application process.

OCTOBER

- _____ *Attend career panels and information sessions offered by the office.*
- _____ *Participate in the Mock Interview Day Program.* Mid-October
- _____ *Participate in the RECRUITING PROGRAM, submitting applications, interviewing, and making connections with employers who have formal relationships with the office.*
- _____ *Attend the GRADUATE AND PROFESSIONAL SCHOOL ADMISSIONS PANEL and related programs* October
- _____ *Attend CAREER CONFERENCES, SITE VISITS, or CAREER EXPLORATION DAYS* Fall Break
- _____ Continue networking by talking with alumni/ae about your specific fields of interests. Use Fall Break for info interviews.
- _____ Work on graduate and professional school applications.
- _____ **Resume deadline** for OFF-CAMPUS RECRUITING DAY (Chicago) October 20

√ Completed

NOVEMBER

- _____ *Attend career panels and information sessions offered by the office.*
- _____ Arrange for informational interviews with alumnae/i and other contacts for Winter Break in geographic area(s) of interest.
- _____ **Resume deadline** for OFF-CAMPUS RECRUITING DAYS (Boston, DC, NY) November 3
- _____ **Application Deadline** for the EXTERN PROGRAM during Winter Break Early November

JANUARY

- _____ *Participate* in the EXTERN PROGRAM Winter Break
- _____ Attend ALUMNI/AE-STUDENT NETWORKING RECEPTIONS in various cities (Boston, Chicago, DC, LA, NY, or SF).
- _____ *Attend* SITE VISITS *or* CAREER EXPLORATION DAY. Winter Break
- _____ Network and meet with contacts related to your career interests in your geographic area of interests.

SECOND SEMESTER

- _____ *Attend CDO Workshops.*
- _____ *Attend career panels offered by the office.*
- _____ *Attend employer and graduate school information sessions offered by the office.*
- _____ *Participate* in the RECRUITING PROGRAM, submitting applications, interviewing, and making connections with employers who have formal relationships with the office.
- _____ **Application Deadline** for the EXTERN PROGRAM during spring Break Early February
- _____ Attend NOT-FOR-PROFIT CAREER FAIRS in Philadelphia, Boston, and NY February and March, TBA
- _____ *Attend* SITE VISITS *or* CAREER EXPLORATION DAY. Spring Break
- _____ **Resume deadline** for COAST TO COAST VIRTUAL FAIR March 21 through April 4
- _____ *Attend* LIFE AFTER COLLEGE workshops and panels. TBA

**MANY ADDITIONAL PROGRAMS AND EVENTS WILL BE ADDED.
CHECK OCEAN AND THE CDO WEBSITE!**

<http://www.brynmawr.edu/cdo> <http://www.haverford.edu/cdo>

