

# Four-Year Timeline for Career Development

## Every student, every year

- Keep a list of every job, internship, volunteer, or leadership experience you have and what you did at each one.
- Develop relationships with faculty members, Center for Career and Leadership Development staff, advisors and others who will assist you. This builds your professional and personal networks.
- Participate fully in workshops, events, and advising provided by the Office of Career Development.
- Attend the Student Leadership Conference. Identify Student Leadership Programs specific to your year in college and apply. These programs help you develop career and leadership competencies valued by employers.
- Attend MGA Career Fairs to explore careers and make connections for jobs, internships, and graduate school.
- Update Handshake profile and resume to include campus involvement, volunteerism, jobs, and academic projects.
- Do well in your classes. Good grades are important.

## Freshman Year

- Identify potential majors related to your interests and abilities; explore career options with a career advisor.
- Understand academic major requirements using the MGA Catalog.
- Take the TruTalent Personality Career Assessment or the ONET Interest Profiler.
- Develop a resume to keep track of leadership, volunteerism, and work experience.
- Activate your Handshake account at [mga.joinhandshake.com](http://mga.joinhandshake.com) to access jobs and internships, career events, career resources.

## Sophomore Year

- Continue developing your resume by using recommended guidelines on the CCLD website.
- Develop a LinkedIn profile and work with the CCLD staff on ways to network with alumni.
- Participate in networking activities both on and off campus.
- Consider Study Abroad and Undergraduate Research opportunities.
- In fall or early spring, meet with a career advisor to discuss internship opportunities for the summer.

## Junior Year

- Begin to explore graduate schools, determine timelines for applications.
- If planning to attend graduate school, register to take necessary entrance exams – LSAT, MCAT, GMAT, GRE and meet with a career advisor to discuss your plans.
- Conduct research on the occupations you are considering and talk with a career advisor for additional resources.
- Practice your interviewing skills in preparation for interviewing for internships, part-time jobs, and graduate school.
- Start developing a professional wardrobe by visiting The Professional Closet in Macon or Cochran.

## Senior Success

- Update your resume and Handshake profile to reflect your targeted job interest.
- Begin the job search and participate in interviews at the beginning of your senior year.
- Submit graduate school applications by determined deadlines, most of which are in early to late fall.
- Continue to network at professional events both on and off campus.
- Decide between your offers and let us know where you land!



CENTER FOR CAREER & LEADERSHIP DEVELOPMENT

**Macon Campus:** Student Life Center, Suite 261 | 478-471-2714

**Cochran Campus:** Sanford Hall, Suite 112 | 478-934-3110

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Visit [mga.joinhandshake.com](http://mga.joinhandshake.com) to find jobs & internships