

## CGC STUDENT CAREER PLANNING TIMELINE

It is highly recommended that CGC Students continue/begin their career planning and preparation work upon entering their programs of study at The Citadel and build upon it each subsequent semester through graduation. To assist CGC Students in effectively and efficiently making the best use of their time and available resources, a 2-Year Timeline has been outlined below, listing various career-related activities and the semester during which they should be completed.

If you are attending The Citadel Graduate College as an evening undergraduate student, you may wish to refer to the **Cadet Timeline** for a 4-year plan of recommended activities.

Links to the related resources are available via [www.citadel.edu/career\\_services/info-students.htm](http://www.citadel.edu/career_services/info-students.htm).

### 2-Year Timeline Overview

CGC Student Timeline	Fall Semester	Spring Semester
1 <sup>st</sup> Year	<ul style="list-style-type: none"> <li>Complete <b>FOCUS</b></li> <li>Create an account in <b>The Gate</b></li> <li>Use <b>Resume Builder</b> to create a <b>resume</b></li> </ul>	<ul style="list-style-type: none"> <li>Expand <b>Network</b></li> <li>Conduct <b>Informational Interviews</b></li> <li>Obtain <b>Internship</b></li> </ul>
2 <sup>nd</sup> Year	<ul style="list-style-type: none"> <li>Create a <b>Cover Letter</b> and <b>Reference Page</b></li> <li>Attend <b>Fall Career Fair</b></li> <li>Practice <b>Interviewing</b></li> </ul>	<ul style="list-style-type: none"> <li>Attend <b>Spring Career Fair</b></li> <li>Search for <b>Full-Time Job</b></li> <li>Use <b>Cash Course</b></li> </ul>

### 2-Year Extended Timeline

#### FIRST YEAR

##### Fall Semester:

- Become familiar with the resources at The Career Center by exploring this website or stopping by our office. Click on **About Us** to learn about our office location and hours
- Explore career options by completing all parts of the **FOCUS** program and **What Can I Do With This Major?**
- Attend the **Fall Career Fair** to speak with graduate schools and potential employers
- Create an account on **The Gate**
- Create a **Resume** using **Resume Builder**

##### Spring Semester:

- Begin to develop **network** by talking with professors, employers, alumni, and friends, creating a **LinkedIn** profile, obtaining **Business Cards**, and conducting **Informational Interviews**
- Update **Resume** and upload a revised version into **The Gate**
- Attend the **Spring Career Fair** to network with potential employers and to learn about **Summer Jobs and Internships**
- Consider creating an **Academic Portfolio** to showcase professional skills with work samples



**SECOND YEAR**

**Fall Semester:**

- Update **Resume** and upload a revised version into **The Gate**
- Begin **Full-Time Job** or **Graduate/Professional School** search
- Create a **Cover Letter**
- Create a list of **References**
- Attend the **Fall Career Fair** to speak with graduate schools and potential employers
- Utilize **Interview Stream** to practice interview skills
- If creating an **Academic Portfolio**, add academic artifacts

**Spring Semester:**

- Update **Resume** and upload a revised version into **The Gate**
- Attend the **Spring Career Fair** to network with potential employers
- Participate in **On-Campus Interviews**
- Read through the advice on how to **Evaluate an Offer** and use the **NACE Salary Calculator**
- Explore the resources in **Cash Course** to learn about personal finance topics