

CADET CAREER PLANNING TIMELINE

Cadets should enter their senior year aware of their career goals and ready to take the next steps toward fulfilling them. In order to achieve this end, it is highly recommended that they start their career planning and preparation work during the 4th Class year and build upon it each subsequent semester through graduation. To assist Cadets in effectively and efficiently making the best use of their time and available resources, a 4-Year Timeline has been outlined below, listing various career-related activities and the semester during which they should be completed.

Links to the related resources are available via www.citadel.edu/career_services/info-students.htm.

4-Year Timeline Overview

Cadet Timeline	Fall Semester	Spring Semester
4 th Class	<ul style="list-style-type: none"> Complete FOCUS Upload FOCUS Results to ePortfolio 	<ul style="list-style-type: none"> Use What Can I Do With This Major? Conduct Informational Interviews
3 rd Class	<ul style="list-style-type: none"> Create an account in The Gate Use Resume Builder to create a resume 	<ul style="list-style-type: none"> Upload resume to ePortfolio Begin to research Graduate/Professional Schools
2 nd Class	<ul style="list-style-type: none"> Create a Cover Letter and Reference Page Expand Network 	<ul style="list-style-type: none"> Attend Spring Career Fair Obtain Internship
1 st Class	<ul style="list-style-type: none"> Attend Fall Career Fair Practice Interviewing 	<ul style="list-style-type: none"> Search for Full-Time Job Use Cash Course

4-Year Extended Timeline

4TH CLASS

Fall Semester:

- Complete **FOCUS** during CIT 101 to explore major and career options
- Upload **FOCUS** results into the **eLeadership Portfolio**
- Attend the Career Center Orientation (during CIT 101)
- Create an account on **The Gate**
- Begin to create a **Resume**
- Attend the **Fall Career Fair** to speak with graduate schools and potential employers

Spring Semester:

- Research major and career options within **FOCUS** and **What Can I Do With This Major?** to determine if preliminary choice of major is a good fit
- Conduct **Informational Interviews** to learn more about selected career field
- Attend the **Spring Career Fair** to learn about **Summer Jobs and Internships**



3RD CLASS

Fall Semester:

- Create a **Resume** using **Resume Builder**
- Upload **Resume** into the **eLeadership Portfolio** and **The Gate**
- Continue to explore career options using **FOCUS**, **What Can I Do With This Major?**, and **Informational Interviews**
- Begin to explore **Graduate/Professional School** options
- Attend the **Fall Career Fair** to speak with graduate schools and potential employers

Spring Semester:

- Update **Resume** and upload a revised version into **eLeadership Portfolio** and **The Gate**
- Attend the **Spring Career Fair** to learn about **Summer Jobs and Internships**
- Complete the remaining components of **FOCUS** and upload results into eLeadership Portfolio

2ND CLASS

Fall Semester:

- Update **Resume** and upload a revised version into **The Gate**
- Create a **Cover Letter**
- Create a list of **References**
- Utilize **The Citadel Alumni Association Online Community** to expand network
- Create a **LinkedIn** profile to network with professionals
- Obtain **Business Cards**
- Attend the **Fall Career Fair** to speak with graduate schools and potential employers

Spring Semester:

- Utilize **Interview Stream** to practice interview skills
- Consider creating an **Academic Portfolio** to showcase professional skills with work samples
- Update **Resume** and upload a revised version into **The Gate**
- Attend the **Spring Career Fair** to learn about **Summer Jobs and Internships**
- Obtain a **Summer Internship**
- Devise a **Contingency Plan** in case original career plan does not work out

1ST CLASS

Fall Semester:

- Update **Resume** and upload a revised version into **The Gate**
- Attend the **Fall Career Fair** to speak with graduate schools and potential employers
- Participate in **On-Campus Interviews**
- Utilize **Interview Stream** to practice interview skills
- Begin to apply to **Full-Time Positions** and/or **Graduate/Professional Schools**
- 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