### Year 1

**Professional Development**
- Expand skills and experience through:
  - Teaching/research assistantships
  - Internships, volunteer work, part-time or summer employment
  - Campus clubs and organizations
  - Department or campus committees
  - Workshops and courses outside your department
- Create or update your LinkedIn profile
- Attend Etiquette Dinner
- Develop presentation skills through oral and poster presentations
- Take on a leadership role relevant to your career interests
- Review and follow timeline for degree completion
- Assess skills you need to develop for potential career paths
- Meet with Career Services to clarify career goals

**Explore Career Options**
- Attend employer information sessions to learn about opportunities
- Job shadow
- Attend as many networking events as possible to meet contacts in your field of interest

**Build Your Network**
- Join a professional organization and attend networking events
- Meet and network with current and former graduate students in your department and around campus
- Keep in touch with previous contacts from past schools and jobs
- Find a mentor that supports your professional and career goals
- Attend Career Leadership Conference

**Start Job Search Process**
- Revise your resume and have it critiqued by Career Services, mentors and network contacts
- Attend career events and talk to recruiters
- Meet with people you plan to use as references, give them your updated resume and share your career plans with them
- Meet with Career Services to create a job search timeline based on hiring cycles and the length of your program
- Examine job descriptions to identify required qualifications to be a competitive applicant
- Identify sources of job postings for your field of interest
- Apply to summer internships (if applicable) that will allow you to gain professional experience in your field of interest

### Summer

**Professional Development**
- Continue suggestions in **bold** from Year 1
- Reflect on experiences in the first year of your program and how they may have influenced your career direction and interests
- Gain experience relevant to your career goals through volunteer work, internships, part-time or summer employment

**Explore Career Options**
- Continue suggestions in **bold** from Year 1
- Develop a list of desired positions and employers based upon your online research and informational interviews

**Build Your Network**
- Continue suggestions in **bold** from Year 1
- Use ECU CareerNET, Career Shift and LinkedIn to identify names of alumni contacts at your desired employers
- Attend as many networking events as possible to meet contacts in your field of interest

**Continue Job Search Process**
- Continue suggestions in **bold** from Year 1
- Prepare responses for common interview questions
- Develop an elevator speech for use at career fairs and networking events
- Schedule a practice interview with Career Services
- Draft application materials for the job search (resume, cover letter, etc.) and have them critiqued by Career Services
- Identify at least three potential references who can speak positively about your abilities as a potential employee
- Update your references on your progress and career plans
- Draft application materials for the job search (resume, cover letter, etc.) and have them critiqued by Career Services
- Prepare responses for common interview questions
- Develop an elevator speech for use at career fairs and networking events
- Schedule a practice interview with Career Services
- Draft application materials for the job search (resume, cover letter, etc.) and have them critiqued by Career Services
- Identify at least three potential references who can speak positively about your abilities as a potential employee
- Update your references on your progress and career plans

### Year 2

**Professional Development**
- Continue suggestions in **bold** from Year 1 and summer
- Research starting salaries for positions of interest
- Review strategies for negotiating a job offer

**Activate Your Network**
- Continue suggestions in **bold** from Year 1 and summer
- Inform your networking contacts about your job search and availability

**Continue Job Search Process**
- Continue suggestions in **bold** from Year 1 and summer
- Tailor resumes and cover letters to the position and employer
- Login to ECU CareerNET to review positions
- Attend career events on and off campus
- Attend employer information sessions to market your qualifications to recruiters
- Send letters of inquiry to employers of interest who do not have available positions

**For International Students**
- Begin these activities Year 1 & continue:
  - Research job search differences between the US and your home country
  - If English is your second language, seek out opportunities to practice and improve your speaking skills
  - Participate in immersion programs that will allow you to experience US culture
  - Develop a job search plan for positions in the US and your home country
  - Use resources like GoingGlobal and Uniworld to identify potential employers
  - Meet with the International Office to learn about the application process for CPT and OPT
  - Meet with the International Office to learn about the application process for CPT and OPT
  - Develop networking relationships with:
    - Contacts from home country who are employed in the US
    - Former ECU international students who found jobs in the US
    - International companies operating in the US
    - Contacts from home country who are potential employers
    - US Employers that hire international students
    - Your home country consulate

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East Carolina University Career Services

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