

# THRIVE GUIDE: Four-Year Timeline for Your Career Development

## Every student, every year

- Check email daily and respond to all professional communication within 48 hours
- Keep a list of every job, internship, volunteer, or leadership experience and what you did in each role
- Develop relationships with faculty members, Career Services staff, advisors and others to build your professional and personal networks
- Build your soft skills (e.g. communicate well, work in teams, be adaptable, problem solve, resolve conflict)
- Do well in your classes; employers will see each grade earned if your transcript is reviewed for employment

## Freshman Year

- Understand academic requirements for your major; review the MGA Catalog and meet with your academic advisor
- Use Career Services' assessment tests such as "Do What You Are" or the Georgia Career Information System to identify potential majors related to your interests and abilities
- Discuss your intended career path with a Career Services staff member
- Develop a basic resume to keep track of leadership, volunteerism, and work experience ([www.mga.edu/cs](http://www.mga.edu/cs))
- Purchase one business casual wardrobe (don't be embarrassed to utilize thrift stores)
- Connect with Career Services via Facebook, Twitter, and LinkedIn (search "MGA Career Services")

## Sophomore Year

- Join at least one campus club or community organization
- Develop a *CareerLinks* profile and upload your updated resume ([www.mga.edu/cs](http://www.mga.edu/cs))
- Meet with a Career Services staff member to further discuss your intended career path
- Purchase one professional wardrobe (don't be embarrassed to utilize thrift stores)
- Participate in mock interviews and other career-focused events sponsored by the Career Services
- Consider studying abroad and/or internships; visit the Office of Experiential Learning
- Analyze additional needs (e.g. transportation, attire, housing) then discuss goals with parents or guardians

## Junior Year

- Develop a *LinkedIn* profile ([www.linkedin.com](http://www.linkedin.com))
- Purchase accessories for your business casual or professional attire (e.g. matching shoes, belt, blazer, tie, shirt)
- Attend MGA career and graduate school fairs
- Begin to explore specific graduate schools of interest and determine timelines for applications
- Register for necessary graduate school exams – LSAT, MCAT, GMAT, GRE
- Conduct additional research on the occupation you are considering and the professional licensures required for that field
- Interview for internships, part-time jobs, or pursue study abroad

## Senior Success

- Update your resume, *CareerLinks*, and *LinkedIn* profile
- Participate in mock interviews
- Submit graduate school and/or job applications by indicated deadlines
- Continue to network at events both on and off campus
- Decide between your offers and let us know where you land

Office of Career Services

[www.mga.edu/cs](http://www.mga.edu/cs)

Student Life Center 254 (Macon) or Sanford Hall 112 (Cochran)

478-471-2714 (Macon) or 478-934-3110 (Cochran)