

Year-by-Year Career Guide

Freshman Year

- ☐ Read the CoB career emails weekly to educate yourself about options and strategies.
- ☐ Establish a solid foundation for your GPA. Form healthy study habits.
- ☐ Join a student organization that interests you. Volunteer to lead an activity or event.
- ☐ Take a CoB GT1000 section: create a resume and learn job search strategies.
- ☐ Plan to take intro MGT courses in your strongest interest area first.
- ☐ Read job descriptions to get an idea of possible positions you'd enjoy.
- ☐ Attend the GT Career Fair in September and February.
- ☐ Apply for co-ops or internships during spring semester.
- ☐ Consider interning with a small to medium size company as they do not require upper-class status

Sophomore Year

- ☐ Read the CoB career emails weekly to educate yourself about opportunities.
- ☐ Attend the GT Career Fair in September and February.
- ☐ Narrow your interest areas by comparing MGT classes and reading job descriptions.
- ☐ Ask people working in the corporate world to lunch to hear about their career. See Lunch Chat Instructions in Canvas/CoB Careers/Files for step-by-step instructions.
- ☐ Volunteer to lead an event or activity in a student organization and track your accomplishments.
- ☐ Work a co-op or internship position and track your accomplishments and results.

Junior Year

- ☐ Read the CoB career emails weekly to educate yourself about options and strategies.
- ☐ Attend the GT Career Fair in September and February.
- ☐ Take MGT 3599 Career Development. It covers every step of a professional job search.
- ☐ Develop more contacts on and off campus. The more people you have in your network, the easier it is to find interesting job opportunities. See Lunch Chat Instructions in Canvas/CoB Careers/Files.
- ☐ Volunteer for a higher officer position in a student organization and track your accomplishments.
- ☐ Work a co-op or internship position and track your accomplishments and results.
- ☐ Take an extra class or two this year so you can allot time for your job search your senior year.
- ☐ Get to know a couple of supervisors and faculty members well enough so they can serve as references for you next year. Visit them and update them on what your goals are.

Senior Year

- ☐ Take fewer hours if possible to leave time for your job search.
- ☐ Search for your full time job your last fall and spring semesters.
- ☐ Read the CoB career emails weekly to educate yourself about options and strategies.
- ☐ Aggressively conduct your job search at the beginning of your last fall semester on campus. Most companies will not be back until the following fall. Don't miss out.
- ☐ Conduct at least five lunch chats to make sure you have professionals helping you find your job and to insure you know what you want to do.
- ☐ Continue building relationships with supervisors and faculty who can serve as references.
- ☐ Set a few hours aside each week to follow-up on job leads. Landing a job takes time.
- ☐ Run simultaneous, multiple strategies (i.e. Canvas/Cob Careers, CareerBuzz, and lunch chats) because you never know which one will have the best results for you.