

ONE YEAR PROFESSIONAL DEVELOPMENT TIMELINE FOR DEDICATED MASTER'S STUDENTS 2008-2009

During your studies in a Master of Arts or Master of Sciences program, you may be preparing to embark on an academic career, exploring post-academic careers, increasing your mobility in your current field, considering a professional degree, or weighing any or all of these options against each other. Whatever the case may be for you-- and it may change as the year progresses-- Career Advising and Planning Services (CAPS) offers programs, career counseling, and numerous resources to assist you with the process of career exploration. We suggest that you consider the following guidelines for career exploration and job searching. These activities are divided into a progressive one-year sequence but can be started at any time--the earlier the better!

For a complete calendar of upcoming events for graduate students, visit our website at <https://caps.uchicago.edu/grads>

FALL QUARTER

- **Attend Graduate and Professional Student Orientation events**, including How to Succeed in Graduate School.
- **Review your profile in Chicago Career Connection (CCC)** by logging in with your CNet ID and password on the CAPS website <https://caps.uchicago.edu>. This is an electronic job search resource especially for University of Chicago students and alumni where you can learn more about career and job search opportunities, upcoming CAPS events, and company visits. **Attend training on CCC** to learn more about how to use the system and **get activated for on-campus recruiting** by having your resume reviewed at CAPS.
- **Sign up for industry listservs through CCC** to receive email announcements about job opportunities in your area(s) of interest.
- **Come in for the CAPS Open House and Walk-ins Day on October 1** to prepare a resume for upcoming career events. **Set up an appointment with a graduate career counselor** at CAPS to discuss your interests. Call 702-7040 to make an appointment with the appropriate counselor.
- **Attend the Fall Job/Internship Fair on October 3rd**, a career fair where employers across the profit and not-for-profit spectrum seek to recruit students for full-time positions and internships after graduation.
- **Attend Career Networking Nights, job search skills workshops, and other CAPS programs.** These are excellent opportunities to learn about career options and network with alumni and employers in fields of particular interest to you.
- **Begin thinking about internships** for the summer after you graduate or during the school year, particularly for competitive fields with early deadlines. **Attend the "Graduate Student Interim Year Program" on November 6** if you plan on applying for further graduate school and anticipate a year in between completing your master's degree and beginning a new program.
- **If you are interested in financial services or consulting**, they recruit at the very start of the year, so come to CAPS early!
- **CAPS publications** helpful at this stage: *Resumes for MAs and Recent Alumni*, *Cover Letters for Graduate Students*, and *Informational Interviewing* handouts. These and other resources are available online and in the Career Resource Center on the 3rd floor of Ida Noyes Hall.
- **Financial Math and Computer Science students should meet with their respective career specialists-** Anna McAfee (Financial Math) or Molly Stoner (Computer Science Professional Program).
- **Begin a job search journal or calendar** in which you can keep track of contacts, meetings, job listings, and other information.

WINTER QUARTER

- **Set up an appointment with a graduate career counselor** at CAPS to start working on your job search plans. Call 702-7040.
- **Familiarize yourself with the Career Resource Center** on the 3rd floor of Ida Noyes.
- **Regularly check the listings on Chicago Career Connection** and other places as appropriate to your career interests and needs.
- **Attend CAPS career panels and programs** and work on narrowing down your interests to specific industries or fields, then to a target company/organization list.
- **Attend the Winter Career Fair on January 9.**
- **CAPS publications** helpful at this stage: *Resumes for MAs and Recent Alumni*, *Cover Letters for Graduate Students*, *Informational Interviewing*, *Teaching in Community Colleges*, *Industry Information*, and *Employer Research* handouts.
- **Learn about internship opportunities** for the summer after you graduate or during the school year, particularly for competitive fields with early deadlines.
- **For those of you in MAPH**, consider taking the “Teaching in the Community College” course and participating in the accompanying activities. **For MAPSS students**, attend a workshop in community college teaching at CAPS on February 6.
- **Identify career and industry contacts** from your own resources and from University of Chicago alumni listed in the Alumni Careers Network (<http://alumnicareers.uchicago.edu>) and arrange informational interviews.

SPRING QUARTER

- **Set up an appointment with a graduate career counselor** at CAPS for job search advice. Call 702-7040.
- **If you will graduate at the end of this quarter, begin applying to jobs** of interest at the start of this quarter. **If you will graduate at the end of summer quarter**, begin the job application process at the end of this quarter. **Devote regular time to networking and searching** through job listings and publications. **Commit time to following up** on job ideas and leads.
- **Consider attending the Graduate Student Career Exploration Seminar**, a five-week seminar that guides students through the process of self-assessment and job search skills development (registration is required, seminars begin in April).
- **Attend the Hire Big Ten Plus Career Fair on April 3** and the **Public and Social Service Fair on April 17.**
- **Attend the Job Search Preparation for Master’s Students event on May 28** as well as targeted resume, cover letter, and interview workshops held earlier in your department.
- **CAPS publications** helpful at this stage: *Employment Interviews*, *Employer Research*, *Evaluating a Job Offer*, and *Professionalism and Professional Image* handouts
- **Schedule a Practice Interview** with trained professionals at CAPS. Call 702-7040 to schedule.
- **Connect with friends and fellow job seekers** for support in the job search process.
- **Consult with CAPS counselors** as needed. **Come to CAPS Walkins** (Monday, Tuesday, and Thursday from 2-3:30pm) for quick job search questions and resume and cover letter reviews.