

4-Year Guide: Career Planning and Job Searching

Don't be limited by these guidelines. If you are ready, feel free to proceed to a step that isn't listed under your year. For more information about all of these steps, visit the Career Center in Garland Hall (3rd Floor) or our website at www.jhu.edu/careers.

Freshman Year

- Register for a J-Connect Account to access the job and internship listings and the weekly e-newsletter, *This Week in the Career Center*.
- Visit the Career Center Library- 3rd Floor Garland Hall. Review print resources about many career fields, internships, graduate school, and the job search.
- Review the Career Center web site at www.jhu.edu/careers for career and job search resources including lists of fellowships and academic awards.
- Attend the JHU Fall (September/October) Career Fair and the Spring (February/March) Science and Technology and Public Service Career Fairs. Also attend career fairs at other colleges and universities.
- Attend Career Center workshops about resumes, cover letters, internships, networking and interviewing skills.
- Draft a resume and bring it to the Career Center for review.
- Unsure about your major or career field? Make an appointment with a career counselor to discuss career counseling and assessments.
- Attend career panels and presentations for career and employer information.
- Apply for SDS & Robins internship grants, the Vredenburg Scholarship and other alumni-sponsored programs.

Sophomore Year

Fall and Spring

- Update your J-Connect Account to show changes to your job/internship search status, GPA, citizenship, and class standing.
- Update your resume to include internships or research experience.
- Revise your resume to include the skills and experience you are developing through extracurricular activities.
- Browse the InCircle Alumni Network, www.alumni.jhu.edu, to find alumni who are working in fields of interest to you; e-mail alumni for advice about specific career fields.

- Ask for advice from faculty during office hours. Begin to develop relationships with professors for guidance and recommendations.
- Attend the JHU Fall (September/October) Career Fair and the Spring (February/March) Science and Technology and Public Service Career Fairs. Also attend career fairs at other colleges and universities.
- Review materials about January career-related courses and trips (Wall Street, International Relations, Public Relations and Media, etc.)

Spring

- Attend career panels and presentations for career and employer information.
- Attend the Career and Internship Connections Fairs held in New York, Washington D.C., Boston, California, and Chicago in January.
- Apply for SDS & Robins internship grants, the Vredenburg Scholarship and other alumni-sponsored programs.
- Prepare to study abroad in your Junior Year. Before you go, meet with a career counselor to learn how to access career resources while overseas.

Junior Year

Fall

- Check deadlines for internships – many prominent national programs have early fall deadlines.
- Update your resume and have it reviewed by the Career Center.
- Review materials about January career-related courses and trips (Wall Street, International Relations, Public Relations and Media, etc.)

Fall and Spring

- Attend the JHU Fall (September/October) Career Fair and the Spring (February/March) Science and Technology and Public Service Career Fairs. Also attend career fairs at other colleges and universities.
- Attend the Career and Internship Connections Fairs held in New York City, Washington D.C., Boston, California, and Chicago in January.
- Meet with a career counselor to discuss your plans for the summer and after graduation.
- Research and apply for internships that provide significant experience in your chosen career field.
- Contact alumni and others through professional associations to continue your research on careers.
- Polish your interview skills by taking advantage of mock interviews.
- Update your J-Connect Account to reflect changes to your job/internship search status, GPA, citizenship, and class standing.

Spring

- Attend career panels and presentations for career and employer information.
- Apply for SDS & Robins internship grants, the Vredenburg Scholarship and other alumni-sponsored programs.
- Prepare to apply for graduate/professional school. Research deadlines and program requirements.
- Continue to develop relationships with professors for guidance and recommendations.

Senior Year

- During the summer before senior year, seek out alumni in your preferred career fields for advice about careers and the job search.
- Update your resume and have it reviewed by the Career Center.
- Review the list of employers recruiting on-campus and submit resumes via your J-Connect Account to those that interest you.
- Attend career panels and presentations for career and employer information.
- Attend the JHU Fall (September/October) Career Fair and the Spring (February/March) Science and Technology and Public Service Career Fairs. Also attend career fairs at other colleges and universities.
- Continue developing contacts through alumni (InCircle) and professional associations.
- Meet with a career counselor to discuss your plans for after graduation – employment and/or graduate/professional school.
- If your plans change and you want advice about a new direction, make an appointment to meet with a career counselor.
- Ask for advice about evaluating and negotiating job offers.
- Update your J-Connect Account to show changes to your job search status, GPA, citizenship, and class standing.
- Complete the Post-Graduate Survey, which will be sent to you after graduation.