



MY CAREER

Career Planning & Preparation Timeline

Fall 2007 – Spring 2008

www.citadel.edu/career_services

CareerCenter@Citadel.edu

All **2nd Class Cadets** are invited to use the following **Career Planning & Preparation Timeline** to assist with their career planning as they Explore and Research options, achieve Direction, and learn the Application of their preparation.

My Career is organized over 3 month intervals (Fall 2007-Spring 2008) and covers both **Required** and **Recommended Career Assignments & Tasks** through a **Mixed-Mode Training Course**. (Mixed-Mode means that the materials are provided On-Line/via Email and through scheduled Leadership Development sessions, as the Corps of Cadets' Training Schedule allows. Refer to the following link for scheduled sessions.
www.citadel.edu/commandant/operations-and-training/training-schedules/training-schedules.shtml)

The **Required** and **Recommended Career Assignments & Tasks** are listed with related website links for your review and will be covered in more depth as time allows at scheduled Leadership Development sessions. The required assignments are repeated through their deadlines as a reminder. Any additional related handouts will be posted on the web beside the **2nd Class Career Planning & Preparation Timeline**.

My Career is also written with the understanding that you have previously completed the 4th and 3rd Class Timelines. Review the prior timelines as needed before continuing with this timeline and look ahead to the **1st Class Career Planning & Preparation Timeline** when ready.
(www.citadel.edu/career_services/Cadets.htm).

Check off each assignment/task as you complete them and repeat as often as needed. Also use the separate **Career Planning Portfolio Table of Contents** (on the same web page as this Timeline). Cadets are encouraged to work ahead, within their current timeline and beyond it, as they are able. Recognize that while some of the required assignments are not due until later in the academic year, you will need to begin them well in advance; notably your **Career Planning Portfolio**.

Questions? Please email CareerCenter@Citadel.edu.

ABOUT YOUR CAREER PLAN:

Begin developing your Career Plan by defining and understanding what a Career *is* and what it *is not*. The best way to define a Career is to compare it to a Job. A **Job** is simply a duty done for pay, while a **Career** will encompass your progress through life. It combines all of the jobs **you** have held with all the life-goals **you** wish to pursue. A successful and satisfying Career will involve planning now and continued planning and preparation throughout your life.

Your career/job search is your responsibility. Take advantage of all resources available to you and learn the steps you need to take for developing a Career Plan, as well as earning your first job so that knowledge of the process is with you throughout your life.

Similarly, a Career does not mean that you are locked into a specific line of work from the time you graduate until you retire. You may change Jobs approximately 5-6 times in your lifetime. In doing so, you will also change the direction of your Career. Remember, your Career is your progression through life. You may start out in insurance sales and end up in healthcare management. How you develop your plan will lead you down different paths, but all will be a part of your Career.

Develop a plan that begins with **your** first year at The Citadel and includes steps to take each year through graduation and beyond. View the process as a **Four (4)-Year Timeline** in which you will be involved in varying levels of: **Exploration, Research, Direction, and Application**. Once you have reached the Final Year, be prepared to continue your career planning throughout your life by re-exploring, researching, re-directing and re-applying what you learn. **Career planning is a continuous and life-long process.**

MY CAREER – JUNIOR CADETS – RECOMMENDED TASKS:

AUGUST

SEPTEMBER

OCTOBER

Stay Informed!

- ~ Read email messages from the Career Center regarding upcoming career-related events on and off campus, as well as information about new resources and upcoming deadlines.
- ~ Regularly review **Events & Information** at www.citadel.edu/career_services/Events.htm.
- ~ Visit www.citadel.edu/career_services and the adjoining links to learn about resource updates from the summer.

Continue creating your **Academic Portfolio** to increase your marketability.
www.citadel.edu/career_services/Academic%20Portfolios.pdf

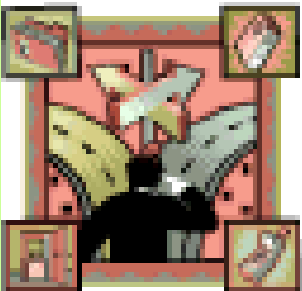
Continue **exploring** to update your career plan. Retake FOCUS, as needed, to narrow your options.
www.citadel.edu/career_services/YourExploration.pdf
and www.citadel.edu/career_services/

Update your Resume from your sophomore year. Apply the Construction Tips, Samples, and Information at
www.citadel.edu/career_services/ResumeSamples.htm.

Attend The Citadel Fall 2007 Career Fair on Wednesday, October 17. Details, including how to participate, may be found at
www.citadel.edu/career_services/fair_list.htm.

Follow-up with employers / graduate school reps met at The Citadel Fall 2007 Career Fair and send Thank You Letters, as appropriate.
www.citadel.edu/career_services/fair_list.htm
www.citadel.edu/career_services/ThankYouLtr.htm

Participate in the On-Campus Interview (OCI) program throughout the Fall and Spring semesters. Refer to the OCI Schedule (www.citadel.edu/career_services/OCI.htm) for internship postings on *The Gate* and apply to those of interest by the indicated deadlines to be considered for an interview.



MY CAREER – JUNIOR CADETS – RECOMMENDED TASKS:

NOVEMBER

Follow-up with employers / graduate school reps met at The Citadel Fall 2007 Career Fair and send Thank You Letters, as appropriate.

www.citadel.edu/career_services/fair_list.htm

www.citadel.edu/career_services/ThankYouLtr.htm

Participate in the On-Campus Interview (OCI) program throughout the Fall and Spring semesters. Refer to the OCI Schedule (www.citadel.edu/career_services/OCI.htm) for internship postings on *The Gate* and apply to those of interest by the indicated deadlines to be considered for an interview.

DECEMBER

Take Advantage of Winter Furlough!

~ Set up interviews in advance for internships and summer jobs.

www.citadel.edu/career_services/Interviewing.htm

www.citadel.edu/career_services/JobSearch.htm#seasonal

~ Start a summer job over Winter Furlough. Some employers may welcome the opportunity to train you now so you may assist in training others at the start of the summer.

~ Arrange Informational Interviews to gain insight in your career areas of interest.

www.citadel.edu/career_services/Interview%20Info/InfoInterview.pdf

~ Prepare/Complete study abroad applications.

~ Meet with Mentors to seek advice.

JANUARY

Continue to research internship, summer job, and/or study abroad opportunities that fit your career goals. Some opportunities will be advertised by the Career Center; some may be found through other resources at The Citadel (your Academic Department, Citadel Study Abroad & Independent programs); and the majority will need to be discovered by you through creative research initiatives.

www.citadel.edu/career_services/JobSearch.htm

www.citadel.edu/intlstudies/studyabroad.html

MIXED-MODE TRAINING COURSE for JUNIOR CADETS:

11-6-07
Leadership
Development Session
held at Alumni Center

CAREER TOPICS:

~ Career Planning Process / Introduction to 2nd Class Cadet Career Planning & Preparation Timeline (*My Career*)
www.citadel.edu/career_services/Cadets.htm

~ Developing a Career Planning Portfolio
Table Of Contents:
www.citadel.edu/career_services/Students/Timelines/Cpp_TOC.pdf

TitlePage: www.citadel.edu/career_services/Students/Timelines/Cpp_TitlePage.pdf

~ FOCUS, Researching Professions & Career Choices
www.citadel.edu/career_services/YourExploration.pdf
www.citadel.edu/career_services/
www.citadel.edu/career_services/Events.htm

2nd Class Cadet Career Planning & Preparation Timeline

REQUIRED ASSIGNMENTS:

1. Register / Update your Home Page & Upload Current Resume with *The Gate*, the online job board and resume database, by **December 1, 2007**. Refer to the *Registration Instructions* and the *Information & Tips* to use the system to advantage.
www.citadel.edu/career_services/info-students.htm

2. Create/Update your *Career Planning Portfolio* over the Fall and early Spring semesters to include:

- ~ FOCUS Program Results
- ~ Completed FOCUS Workbook
- ~ Statement of Career Goals
- ~ Resume
- ~ Academic/Professional Reference List
- ~ Cover Letter
- ~ Informational Interview Report
- ~ Identification of Three (3) Employers of Greatest Interest

www.citadel.edu/career_services/Cadets.htm

(Refer to the Career Planning Portfolio documents at right).

Due to Career Center by 3 pm Friday, Feb. 29, 2008.

~ Introduction to 2nd Class Cadet Career Planning & Preparation Timeline (complete over the course of your 2nd Class Year)

MIXED-MODE TRAINING COURSE for JUNIOR CADETS:

**11-6-07
Leadership
Development
Session
held at
Alumni Center**

CAREER TOPICS:

~ Developing a Statement of Career Goals:
www.citadel.edu/career_services/Students/Timelines/Fall07/CareerGoalStatement.24aug07.pdf

~ Writing Resume, Cover Letter,
and Reference Page
www.citadel.edu/career_services/ResumeSamples.htm

~ Researching Firms/Graduate Schools,
Selecting Target Organizations, and
Application Process
www.citadel.edu/career_services/YourSearch.pdf

REQUIRED ASSIGNMENTS:

1. Register / Update your Home Page & Upload Current Resume with *The Gate*, the online job board and resume database, by **December 1, 2007**. Refer to the *Registration Instructions* and the *Information & Tips* to use the system to advantage.
www.citadel.edu/career_services/info-students.htm

2. Create/Update your *Career Planning Portfolio* over the Fall and early Spring semesters to include:

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- ~ Academic/Professional Reference List
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- ~ Informational Interview Report
- ~ Identification of Three (3) Employers of Greatest Interest

www.citadel.edu/career_services/Cadets.htm

(Refer to the Career Planning Portfolio documents at right).

Due to Career Center by 3 pm Friday, Feb. 29, 2008.

MIXED-MODE TRAINING COURSE for JUNIOR CADETS:

11-6-07
Leadership
Development
Session
held at
Alumni Center

CAREER TOPICS:

~ Developing and Using a Professional Network (including The Citadel Mentoring Network via *The Gate*)
www.citadel.edu/career_services/CCN/MentorNetwork.pdf

~ Conducting Informational Interviews
www.citadel.edu/career_services/Interviewing.htm

REQUIRED ASSIGNMENTS:

1. Register / Update your Home Page & Upload Current Resume with *The Gate*, the online job board and resume database, by **December 1, 2007**. Refer to the *Registration Instructions* and the *Information & Tips* to use the system to advantage.
www.citadel.edu/career_services/info-students.htm

~ Through your Home Page with *The Gate*, use the Mentoring Network to search for a Mentor. Refer to the *pdf* for instructions and tips.

2. Create/Update your *Career Planning Portfolio* over the Fall and early Spring semesters to include:

- ~ FOCUS Program Results
- ~ Completed FOCUS Workbook
- ~ Statement of Career Goals
- ~ Resume
- ~ Academic/Professional Reference List
- ~ Cover Letter
- ~ Informational Interview Report
- ~ Identification of Three (3) Employers of Greatest Interest

www.citadel.edu/career_services/Cadets.htm

(Refer to the Career Planning Portfolio documents at right).

Due to Career Center by 3 pm Friday, Feb. 29, 2008.

MIXED-MODE TRAINING COURSE for JUNIOR CADETS:

On-Line/Via Email

January 2008

CAREER TOPICS:

Review the following web links and associated email messages from the Career Center to assist in the completion of the assignments at right.

~ Preparing for Employment /
Graduate School Interviews
[www.citadel.edu/career_services/
Interviewing.htm](http://www.citadel.edu/career_services/Interviewing.htm)

www.citadel.edu/career_services/Events.htm

~ Evaluating Offers
[www.citadel.edu/career_services/
Interview%20Info/EvaluatingAnOffer.pdf](http://www.citadel.edu/career_services/Interview%20Info/EvaluatingAnOffer.pdf)

REQUIRED ASSIGNMENTS:

1. Begin finalizing your *Career Planning Portfolio* over the early Spring semester to include:
 - ~ FOCUS Program Results
 - ~ Completed FOCUS Workbook
 - ~ Statement of Career Goals
 - ~ Resume
 - ~ Academic/Professional Reference List
 - ~ Cover Letter
 - ~ Informational Interview Report
 - ~ Identification of Three (3) Employers of Greatest Interest

www.citadel.edu/career_services/Cadets.htm

(Refer to the Career Planning Portfolio documents at right).

Due to Career Center by 3 pm Friday, Feb. 29, 2008.

2. **By May 1, 2008** read "*Knock 'Em Dead*" by Martin Yate for a comprehensive review of the Career Search Process.

www.knockemdead.com

~ Use Perfect Interview to sharpen your interview skills.

www.citadel.edu/career_services/PerfectInterview/InfoTips.pdf

MY CAREER – JUNIOR CADETS – RECOMMENDED TASKS:

FEBRUARY

MARCH

APRIL

Participate in the On-Campus Interview (OCI) program throughout the Fall and Spring semesters. Refer to the OCI Schedule (www.citadel.edu/career_services/OCI.htm) for internship postings on *The Gate* and apply to those of interest by the indicated deadlines to be considered for an interview.

Attend the *FutureQuest* Spring 2008 Career Fair on **Wednesday, February 20th**.
www.citadel.edu/career_services/FutureQuestFair.htm.

Follow-up with employers met at *FutureQuest* Spring 2008 Career Fair and send Thank You Letters, as appropriate.
www.citadel.edu/career_services/FutureQuestFair.htm
www.citadel.edu/career_services/ThankYouLtr.htm

Continue your Summer Job, Internship, or Study Abroad Search as needed.

Continue involvement with organizations you are a member of and find leadership roles you may acquire. Check, as appropriate, with Academic Departments, Commandant's Office, or Cadet Activities for details.

Review resources on Interview Techniques and Preparation, including the use of *Perfect Interview* for practice.
www.citadel.edu/career_services/Interviewing.htm
www.citadel.edu/career_services

Narrow your career focus!

- ~ Military Contract
www.citadel.edu/career_services/Military/MilitaryContract.pdf
- ~ Graduate/Professional School
www.citadel.edu/career_services/GraduatePrograms/GradSchoolInfo.pdf
- ~ Civilian Employment
www.citadel.edu/career_services/Students/Civilian_Employment.pdf
- ~ Contingency Planning
www.citadel.edu/career_services/Students/Contingency_Planning.pdf

MIXED-MODE TRAINING COURSE for JUNIOR CADETS:

On-Line/Via Email

February – April
2008

CAREER TOPICS:

Review the following web links and associated email messages from the Career Center to assist in the completion of the assignments at right.

~ Finalizing your Career Planning Portfolio
Table Of Contents: www.citadel.edu/career_services/Students/Timelines/PPP_TOC.pdf

~ Preparing for your Senior Year. Begin using *My Career* for 1st Class Cadets.
www.citadel.edu/career_services/Cadets.htm

REQUIRED ASSIGNMENTS:

1. Finalize your *Career Planning Portfolio* over the early Spring semester to include:
 - ~ FOCUS Program Results
 - ~ Completed FOCUS Workbook
 - ~ Statement of Career Goals
 - ~ Resume
 - ~ Academic/Professional Reference List
 - ~ Cover Letter
 - ~ Informational Interview Report
 - ~ Identification of Three (3) Employers of Greatest Interest

www.citadel.edu/career_services/Cadets.htm

(Refer to the Career Planning Portfolio documents at right).

Due to Career Center by 3 pm Friday, Feb. 29, 2008.

2. **By May 1, 2008** read "*Knock 'Em Dead*" by Martin Yate for a comprehensive review of the Career Search Process.

www.knockemdead.com

~ Use Perfect Interview to sharpen your interview skills.

www.citadel.edu/career_services/PerfectInterview/InfoTips.pdf

MY CAREER – JUNIOR CADETS – RECOMMENDED TASKS:

MAY

JUNE

JULY

Network with professors, employers, alumni, friends, and family. Maintain and develop your contacts now and throughout your life.
~ Develop a rapport with professors and summer / internship employers to **establish references** for potential opportunities. Refer to Reference information for details at www.citadel.edu/career_services/ResumeSamples.htm#cover.

Gear Up for your Senior Year! www.citadel.edu/career_services www.citadel.edu/career_services/Interviewing.htm
~ Begin reviewing the “My Career” - 1st Class Career Planning & Preparation Timeline - www.citadel.edu/career_services/Cadets.htm.
~ Review resources on Interview Techniques and Preparation, including the use of *Perfect Interview* for practice.

Review, Apply, & Update what you have learned from your Junior year.
~ **Apply what you have discovered** from determining your Career Direction to the *Career Plan Worksheet* at www.citadel.edu/career_services/Students/CareerPlan.pdf
~ **Update your Resume** to include using past tense for experiences that have ended, as well as what you are doing for the summer.
~ **Review your FOCUS results and Workbook entries.** Take the program again. Being aware of any changes or similarities will enhance your progress in developing a sound career plan.

Planning to attend a graduate or professional school after you graduate from The Citadel? Be aware of deadlines for graduate exams & graduate school application. Prepare for and take graduate exams as appropriate. Each university has its own application process. Some may require a general admission application, as well as an application for the specific graduate program you seek. If you apply for scholarships, fellowships, or graduate assistantships, the deadlines may differ or require that you not wait until the end of the general application period to apply. www.citadel.edu/career_services/GradStudy.htm