



MY CAREER

Career Planning & Preparation Timeline

Fall 2007 – Spring 2008

www.citadel.edu/career_services

CareerCenter@Citadel.edu

All **4th 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 participation in CIT101.

The **Required** and **Recommended Career Assignments & Tasks** are listed with related website links for your review and will be covered in more depth at your schedule CIT101 session. Any additional related handouts will be posted on the web beside the **4th Class Career Planning & Preparation Timeline**.

Review the 4th Class timeline as needed and look ahead to the **3rd 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.

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 – FRESHMEN CADETS – RECOMMENDED TASKS:

AUGUST

SEPTEMBER

OCTOBER

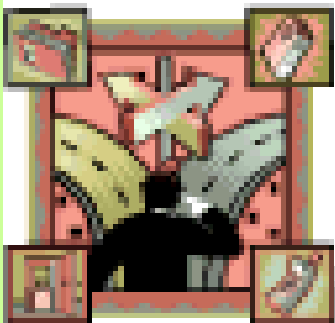
Become familiar with available resources in the Career Center (and throughout campus).

~ Visit www.citadel.edu/career_services/ to access *Information for Students*, including pages for: Cadets, Introduction to the Career Center, Your Career Exploration, Your Search, and Marketing Yourself.

~ Visit the Career Center located at 573 Huger St. (The Citadel Career Center, though physically located just outside the Hagood Gate to campus, is still considered an on-campus building).

Explore your career options through your use of **FOCUS** and the accompanying **Workbook** at www.citadel.edu/career_services/ and by visiting the Career Center to review materials by Major, Occupation, Geographic Preference, Government, Military, Graduate School, etc. (An appointment is not needed to use materials in the Career Center Resource Library).

Stay Informed! Read email messages from the Career Center regarding upcoming career-related events on and off campus. Regularly review Events & Information at www.citadel.edu/career_services/Events.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.

~ 4th Class Cadets are invited to attend to speak with recruiters for advice on how to best prepare for civilian or military employment, as well as graduate study.

CIT 101: CAREER PLANNING REQUIREMENTS

Refer to
Your CIT 101
Syllabus for Date & Time

Held at the
Career Center

CAREER TOPICS:

~ Introduction to the Career Planning Process and Career Planning & Preparation Timeline (*My Career*); including **FOCUS & FOCUS Workbook** and **4th Class Timeline**

www.citadel.edu/career_services/

www.citadel.edu/career_services/info-students.htm

www.citadel.edu/career_services/Cadets.htm

www.citadel.edu/career_services/YourExploration.pdf

REQUIRED ASSIGNMENT:

1. Participate in Career Center Orientation during CIT101.
 - ~ Introduction to FOCUS and FOCUS Workbook
 - ~ Introduction to 4th Class Cadet Career Planning & Preparation Timeline (complete over the course of your 4th Class Year)

www.citadel.edu/career_services/info-students.htm

MY CAREER – FRESHMEN CADETS – RECOMMENDED TASKS:

NOVEMBER

DECEMBER

JANUARY

Begin creating your **Academic Portfolio** by collecting materials during your first year at The Citadel to increase your marketability for seasonal job, internship, and full-time position searches.

www.citadel.edu/career_services/Academic%20Portfolios.pdf

Take Advantage of Winter Furlough!

~ Catch up on where you should be on the Timeline for the Spring.

~ **Create/Update your Resume** by using the **Brainstorm Activity** (right side of www.citadel.edu/career_services/Cadets.htm) and Apply the Construction Tips, Samples, and Information at www.citadel.edu/career_services/ResumeSamples.htm.

~ **Begin/Continue your Summer Job Search**. Refer to the **Job Search Process** and **Interviewing** preparation.

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

Practice proper email etiquette. Send professional emails and treat all messages sent to the Career Center as if they are going to an employer, graduate school, alumnus, or other professional.

- ~ Use proper grammar and punctuation. (Avoid using ALL CAPS or all lower case).
- ~ Use a professional greeting and closing with your full name and email address.
- ~ Use both spell check and a dictionary. Spelling errors can cost you an opportunity!
- ~ When replying to a message, add your response at the top and keep the original message in tact. The initial sender may need to reference it in regard to your message.
- ~ Use an appropriate subject line.

MY CAREER – FRESHMEN CADETS – RECOMMENDED TASKS:

FEBRUARY

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

~ 4th Class Cadets are invited to attend to speak with recruiters for advice on how to best prepare for civilian or military employment. Also learn about summer jobs and internships.

MARCH

Register / Update your **Home Page** with *The Gate*, the online job board and resume database. Refer to the **Registration Instructions** and the **Information & Tips** to use the system to advantage. Upload an employer-ready resume when ready to actively search for seasonal employment (and eventually internships and full-time positions as you continue your Citadel career).

APRIL

Follow-up with employers met at the *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



Click *The Gate* icon (as pictured above) at www.citadel.edu/career_services/info-students.htm to access the system.

Seek advice from **Mentors** by using **The Citadel Mentoring Network**. Contact Alumni and local professionals, through *The Gate*, who are willing to serve as Mentors. Review www.citadel.edu/career_services/CCN/MentorNetwork.pdf for instructions and tips.

MY CAREER – FRESHMEN CADETS – RECOMMENDED TASKS:

MAY

JUNE

JULY

Review, Apply, & Update what you have learned from your Freshman year.

~ **Apply what you have discovered** from your Career Exploration 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 as needed and be aware of any changes or similarities to enhance your progress in developing a sound career plan.

~ **Continue your Summer Job Search** as needed.

~ **Begin tracking your career plans.** Start your ***Career Planning Portfolio*** in preparation for your Junior year. www.citadel.edu/career_services/Cadets.htm (Refer to the Career Planning Portfolio documents at right).

Gear Up for your Sophomore Year!

~ **Begin reviewing the “My Career” – 3rd Class Career Planning & Preparation Timeline** via www.citadel.edu/career_services/Cadets.htm.