

Career Development Timeline



SENIOR YEAR

- Update your résumé by bringing it to the Career Services office for review
- Learn how to write a cover letter; specialize each cover letter for each job you are applying for
- Begin looking for jobs at the beginning of this year; start applying for positions at the beginning of your last semester
- Clean up your social networking websites to present a positive image. Remove inappropriate photos or comments
- Attend our Career Fairs. Make sure to dress professionally and to bring several copies of your résumé. You can check out the companies attending beforehand and customize your résumé for positions you'd like to apply for
- Hone the skills you will need to succeed by attending an Etiquette event during Career Day

JUNIOR YEAR

- Getting an internship or co-op will set you apart from the pack
- Bring your résumé to Career Services for critiquing
- Create a profile on the Online Job Board and upload your résumé.
- Begin reaching companies that you would like to apply to after graduation. Gather as much information as possible as to what skills and specializations that they are looking for
- Begin honing your interview skills
- Attend Career Day and/or a Charge Ahead workshop to sharpen your professional social skills
- Join professional organizations and major specific clubs on campus
- Attend professional conferences
- Attend a Career Fair, bring résumés and dress professionally

SOPHOMORE YEAR

- Gain experiential learning through an internship or co-op
- Get involved! Join a club on campus or volunteer in the community
- Get your professional photo taken at one of our workshops to feature on your social networking website
- Check out the Career Services website for jobs on-campus and career events
- Join the "Career Services at Capitol Technology University" LinkedIn page
- Attend a Career Fair. Network. See what employers are looking for in applicants

FIRST YEAR/ FRESHMAN YEAR

- Begin exploring career options
- Start your first résumé
- Start researching summer internship opportunities
- Join major specific clubs on campus
- Join student organization or get involved on campus
- Attend the Career Fair and Career Day, see what employers are looking for in applicants