# Georgia Tech — Career Development Timeline for Masters Students *

*Varies by discipline

## Year 1

### Invest in Yourself
- Expand skills and experience through:
  - Workshops and courses outside your department
  - Volunteer work, internships, part-time, or summer employment
  - Attend resume writing workshop (Career Services)
  - Write a resume and update at least twice a year
  - Apply for internships
  - Produce degree and job search timeline and update as needed
  - Identify the skills you have and those you need to develop to get the job you want
  - Attend professional conferences, present if possible, and volunteer to work at the conference
  - Do poster presentations
  - Look for publication opportunities
  - Take on a leadership role in a campus or professional organization relevant to your interests
  - Take CETL 8741 and/or join Techmasters (Toastmasters) to hone your presentation skills

### Expanding your Awareness of Career Options
- Attend career panels to meet professional in fields of interest
- Attend company information sessions to learn about employers
- Identify specific job titles of interest and conduct informational interviews with people who hold those titles
- Identify companies that hire for those positions
- Start reading job ads and evaluate your options
- Job shadow

### Build Your Network
- Join a professional organization and attend networking events
- Meet and network with current and former graduate students in your department and around campus
- Attend talks and presentations in your department and around campus and network with attendees and presenters
- Keep in touch with previous contacts from undergraduate institution and/or past jobs
- Find mentors (at GT and elsewhere)
- Join LinkedIn and update your profile at least twice a year

### Start Job Search Process
- Assess your job search preparedness
- Revise your resume and have it critiqued at Career Services, by mentors, and network contacts
- Join CareerBuzz (Career Services)
- Attend career fairs (campus and regional) and talk to recruiters
- Learn how to find unadvertised jobs
- Review job ads to see what the market is like 1 year before searching
- Attend interviewing techniques workshops
- Meet with people you plan to use as references, give them your updated resume/CV, and share your career plans with them

## Summer

### Invest in Yourself
- Continue relevant suggestions from year 1 (in bold)
- Review your job search goals and revise and update action plan as needed
- Get an internship or relevant part-time job

### Expanding your Awareness of Career Options
- Continue relevant suggestions from year 1 (in bold)
- Target your top companies of interest and research them
- Based on your informational interviews and job shadowing experiences, refine your list of desired job titles

### Build Your Network
- Continue relevant suggestions from years 1 (in bold)
- Attend as many networking events and company information sessions as possible to increase your list of contacts
- Build your contacts at companies in which you are most interested
- Ask contacts and mentors for a realistic assessment of your skills

### Continue the Job Search Process
- Continue relevant suggestions from years 1 (in bold)
- Develop skills necessary to get the job you want
- Read job ads and begin tailoring your application materials
- Write cover letter draft and have it critiqued at Career Services
- Practice your interviewing skills with Optimal Interview (Career Services)

## Year 2

### Invest in Yourself
- Continue relevant suggestions from year 1 and summer (in bold)
- Research starting salaries in your field
- Learn about negotiating a job offer

### Build and Use Your Network
- Continue relevant suggestions from year 1 and summer (in bold)
- Let your network know that you are actively job hunting
- Utilize professional organization contacts to identify job openings

### Launch your Job Search
- Continue relevant suggestions from year 1 and summer (in bold)
- Review and revise all job search materials
- Tailor resume and cover letter to openings of interest
- Attend company informational sessions and ask about job openings
- Develop your elevator speech
- Attend campus and/or regional career fairs; research employers in advance and bring copies of your resume
- Search for and apply to jobs: research each company and tailor application materials
- Consider sending letters of inquiry to desired companies when no announced position is available

### For International Students

Begin these activities Year 1 and continue:
- Practice your English speaking skills
- Take classes through CETL (8722, 8793, 8795) and/or at the Language Institute to improve written and spoken English skills
- Learn about US culture through interaction with American students
- Meet with the Office of International Education to learn about CPT and OPT
- Learn about and develop your unique networking opportunities:
  - Contacts from home country who are officers or owners of companies
  - Contacts from home country who are employed in the US
  - Former international students with jobs in the US (Internships or H1-B)
  - International companies operating in the US
  - Contacts from home country who are college or university faculty, graduate students, and post-docs
  - Your home country consulate

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*CETL = Center for Effective Teaching and Learning*