Career Development Timeline
Adams State University Career Services

FRESHMAN YEAR
Starting to explore majors and careers
- Take general education and classes that interest you
- Look through the college catalog
- Talk to career services, faculty, staff, and people who are familiar with your potential field of study

Getting involved
- Start building your resume by getting involved on your campus or community (clubs, organizations, work-study, athletics, etc.)

Getting to know yourself
- Take the time to take classes that sound interesting
- Start to discover your individual dislikes, likes, and goals through activities and involvement
- Take advantage of the free personality and interest assessments that career services offers

SOPHOMORE YEAR
Getting involved on campus
- Further your involvement

Deciding on your major and career targets
- Research professions that you may be interested in, and what majors may be a good fit
- Visit career services for resources in exploring career options

Preparing to apply for internships and jobs
- Prepare your resume and cover letter, and making sure that you are comfortable and effective in the interviewing process.
- Participating in campus career events; such as job fairs and workshops, and online services, including on-campus job recruiting activities for internships and full-time jobs

JUNIOR YEAR
Getting serious about work experience –
- Have various people look over your resume and offer feedback
- Seek internships and co-ops
- Prepare your application materials
- Build work experience that will make a difference at graduation time

SENIOR YEAR
Putting it all together
- Package your educational expertise, work and internship experience, and leadership qualities that you've been developing during your schooling
- Polish application materials (resume, cover letter, references) and interview skills

Implementing your job search
- Plan and implement an effective job search strategy using a variety of tools: job fairs, targeted approaches to desired employers, networking with professionals in your field, smart use of online resources, etc.
**Graduate School Timeline**
Adams State University Career Services

**Freshman/Sophomore Years**
- Take a variety of coursework that helps you explore your different interests
- Meet with a career counselor to conduct a self-assessment
- Begin to gain experience by working on or off campus, volunteering, and getting involved in campus organizations
- Choose a major!
- Meet with faculty to learn more about your specific career options
- Explore internship and research opportunities

**Junior Year**
- Get additional internship and/or research experience
- Create a list of graduate programs you are interested in
- Discuss programs with “experts:” supervisors, career counselors, advisors, and faculty
- Request and review program materials via catalogs or websites
- Study, register for, and take graduate admissions tests
- Visit schools of interest
- Choose and meet with faculty and supervisors for references
- Begin working on your personal statement

**Summer Before Senior Year**
- Have your personal statement reviewed by multiple “experts”
- Take (or re-take) graduate admissions tests
- Narrow list of graduate programs and request application materials
- Request a student copy of transcript to assist with application completion
- Visit schools, if not done already
- Take on final opportunities to get additional experience (volunteering)
- Gather final reference list/letters

**Fall Semester Senior Year**
- Finalize your personal statement
- Complete and mail application materials/request OFFICIAL transcripts be sent
- Complete financial aid forms

**Spring Semester Senior Year**
- Attend interviews if necessary
- Discuss your offers with the “experts”
- Send updated transcripts (if required by schools)
- Inform your references & the “experts” of your future plans

Health Profession Applications are on an EARLIER cycle – see counselor for details.

*Adapted from WSU Vancouver*