

Feld Career Center

Undergraduate Job Search Timeline

Organized and focused job searches are the most successful. Use the general guidelines below to get started and conduct a job search that will get you where you want to go! For specific information related to your career path, make an appointment with a career counselor at the Feld Career Center by calling 617-353-2834. For quick questions or resume review, come to

Freshman Year

- Concentrate on your academics! A strong GPA is important for your internship/job search and when applying to graduate school.
- Establish a MiTRAC account at the Feld Career Center.
- Attend workshops and career expos to learn about industries and jobs of possible interest.
- Explore industries, companies, career paths and positions of interest to you, using resources such as:
 - www.wetfeet.com
 - www.vault.com (available through MiTRAC under Quick Links)
 - www.acinet.org
 - www.bls.gov/oco
 - www.hoovers.com
 - www.rileyguide.com
- Conduct informational interviews to learn about specific industries and job functions from professionals in the field.
- Stop by the Feld Career Center during Walk-In Hours (Tuesdays, 10-12; Wednesdays, 1-3) to meet with a career counselor.

Sophomore Year

- Craft a powerful resume that highlights your skills and accomplishments. Be sure to have it reviewed and approved by the FCC.
- Take SM411: Charting Your Career Path (required for graduation).
- Continue to research potential career fields that interest you.
- Build your network; conduct informational interviews with other students, alumni, previous job contacts, and industry professionals.
- Explore and apply for summer internship opportunities: check advertised openings, in print and on-line (including MiTRAC); use networking and informational contacts, previous job contacts, directories, the BU Office of Career Services, and company/industry publications to identify internship opportunities.
- Join clubs/organizations; consider leadership positions.
- Attend career expos and company information sessions in the fields that interest you.
- International Students:* Meet with an advisor at the International Students and Scholars Office (ISSO) to discuss the regulations that govern interning in the US.

Junior Year

- Develop a summer internship search plan. Beginning in the fall semester:
 - Update your resume and MiTRAC profile.
 - Visit the Feld Career Center to meet with a counselor to discuss your career plan.
 - Tailor your cover letters for each position for which you apply, incorporating recent experience in examples.
 - Attend company information sessions and workshops organized by the FCC.
 - Network and conduct informational interviews to develop a list of potential “hidden” job opportunities and build relationships for the future.
 - Create a system to track contacts and job applications, including all correspondence, meetings, referrals and follow-up actions.
 - Remember to send thank you notes!
 - Review the BU Career Advisory Network (www.bu.edu/alumni/careers/can); schedule informational interviews with alumni in your fields of interest.
- Use all resources available (including MiTRAC; see Sophomore checklist) to find appropriate internship postings and apply.
- Identify at least three references and ask permission to use their names and contact information. Type up a Reference List.
- Use the internship experience as an opportunity to learn and accomplish as much as you can. Be enthusiastic and professional.

Senior Year

- Submit your resume for approval in late summer/early fall to be eligible to participate in campus recruiting efforts.
- Review and assess your career goals and interests; meet with a counselor early to plan your personal job search timeline.
- Visit the FCC during Walk-In Hours and/or make an appointment with a counselor.
- International students:* Meet with an advisor at the ISSO to learn about how your visa status affects your job eligibility.
- Develop a job search strategy and apply for jobs:
 - CAMPUS RECRUITING STARTS EARLY IN THE FALL SEMESTER** for some industries (Finance, Accounting, Consulting, Management Training).
 - Continue to actively network; keep in touch with any networking contacts made previously.
 - Explore other resources, including the BU Office of Career Services at 19 Deerfield Street their job posting database, BU CareerLink (www.bu.edu/careers).
 - Attend company information sessions and workshops organized by the FCC; make a good impression--dress in business attire (suit) and arrive on time.
 - Research the market rate for salaries in your area of interest and target geographical locations in preparation for negotiations; create a budget estimating post-graduation financial needs.
 - Attend the SMG Fall and Spring Career Expos; research and attend other career fairs that fit your career goals.
 - Update your list of references; contact old references to verify contact information and keep them updated on your job search.
- Stay motivated and keep focused—you are developing skills in this search that will help you throughout your career. Good luck!