



CENTER

Your Career Timeline

Freshman Year

- Identify interests, work values, skills and abilities through self-assessment and career assessments by utilizing WISCareers and the Career Center, L215.
- Identify majors that relate to your abilities and interests, and then meet with faculty in that department.
- Find relevant work/volunteer experiences in the areas that interest you.
- Research student organizations available on campus and within the community.
- Start and maintain a personal academic file with current grades, reports, projects, honors and activities.
- Create a resume; schedule an appointment in the Career Center for a resume critique or an advising session.
- Search for a summer job or internship related to your career interest.
- Attend Career Center workshops and events, such as: Career Fairs, Resumes and Cover Letter Writing.
- Consider joining a student organization related to your chosen field of study.
- Maintain a good GPA.

Sophomore Year

- Finalize your transfer destination and review admission requirements.
- Investigate major program entrance requirements.
- Target course electives that will enhance your marketability to employers.
- Review, revise, and reaffirm your appraisal of your interests, skills and values.
- Consider a semester to study abroad; visit the UW Colleges Study Abroad website.
- Visit the Career Center to gather information on internships, co-ops, volunteer experiences
- Meet with a professor in your field of interest to discuss independent research or honors opportunities.
- Arrange job shadowing experiences and informational interviews in your field of interest through the Career Center or your academic advisor.
- Contact professional associations that provide current information about your career field or area of interest.
- Update career portfolio each semester.
- Begin networking for references and letters of recommendation.
- Start identifying and applying for summer employment/internship/co-op in your field of interest.
- Attend Career Center programming.

