This is a guide of ideas to consider on your own schedule and personal career path. Find what works for you.

**YEAR 1**

**Academic**
- Try intro courses to help explore majors
- Familiarize yourself now with graduation requirements
- Meet regularly with your Academic Advisor
- Meet with your professors and take advantage of office hours
- Attend the Majors Fair event and Job Jam
- Network with alumni and other professionals in your field of interest

**Extracurricular**
- Ask an RA or Peer Advisor on how to get involved on campus
- Get involved in dorm activities, student organizations, and/or public service projects
- Join at least one student club or organization
- Nurture hobbies that balance work and play
- Work on projects involving teamwork (songwriting, homework, etc.)
- Inquire with the Student Employment office about opportunities on campus

**Career**
- Attend “Planning a Career in Music” workshop during Orientation
- Visit the CDC to become familiar with Berklee’s career resources and events
- Start a Career Journal and update throughout your college career
- Meet with a CDC Career Advisor to help identify your interests, values, and goals
- Develop a resume to use both on- and off-campus
- Keep in touch with contacts from previous schools and/or past jobs
- Schedule one hour a week for your own personal time to work on your career

**International Students**
- Collect posters from all of your performances/activities on and off campus
- Investigate the American internship and job search process with the CDC and Office of Experiential Learning
- Ask a CDC Advisor about the differences between your CV and an American style resume and cover letter
- Engage with the Counseling and Advising Center, specifically with your International Advisor

**YEAR 2**

**Academic**
- Review your entire list of activities from freshman year
- Meet with your Academic Advisor to discuss majors and your 4-year plan
- Approach professors whose research/work interests you
- Explore relevant ProArts Consortium courses
- Investigate off-campus study abroad programs
- Visit department web pages to learn about majors and any requirements needed to declare
- Confirm your choice of major, explore a double major if interested

**Career**
- Update your resume and portfolio
- Spend time in the CDC researching career fields of interest and getting familiar with its diverse career resources
- Interview professionals through the Berklee Career Network
- Meet with a CDC Career Advisor to discuss how majors relate to career outcomes
- Become informed of all summer job recruitment events through CDC
- Learn how to negotiate a job/gig offer
- Explore job postings for careers that interest you
- Practice networking; keep in touch with previous teachers and advisors
- Attend CDC workshops, employer info sessions, and recruitment events
- Inquire with a CDC advisor how to conduct an Informational Interview in order to research career interests as well as build your network of contacts

**Extracurricular**
- Ask an RA or Peer Advisor on how to get involved on campus
- Get involved in dorm activities, student organizations, and/or public service projects
- Join at least one student club or organization
- Nurture hobbies that balance work and play
- Work on projects involving teamwork (songwriting, homework, etc.)
- Inquire with the Student Employment office about opportunities on campus

**International Students**
- Consider taking a leadership role in your dorm, campus organization, or class projects
- Volunteer in team building experiences
- Keep a record of your experiences to use when writing your resume for summer jobs and internships
- Write blogs/articles/press releases for school publications, events, and student organizations
- Join local entertainment organizations
- Volunteer for industry events and non-profit benefits/galas/conferences

**International Students**
- Learn about writing and reading contracts
- Engage in a summer internship
- Collect material for your portfolio of work
**CAREER PLANNING TIMELINE**

**YEAR 3**

**Academic**
- Study abroad or participate in an off-campus program
- Meet with a CDC Career Advisor to explore grad school, if appropriate
- Investigate topics for research projects in your career field
- Pre-MBA students prepare to take GMAT; pre-law students prepare to take LSAT (info available on both in the CDC)
- Continue to see faculty outside of the classroom
- Begin to correspond with faculty in graduate schools of interest

**Extracurricular**
- Apply for RA or Peer Advisor positions
- Consider starting a small business
- Work in an office to build interpersonal and administrative skills
- Participate in a spring break service project or summer public service project funded by Berklee or other organizations

**Career**
- Meet with a CDC Career Advisor to create a job search strategy
- Attend career workshops, job recruitment events, and employer information sessions
- Schedule a Mock Interview at the CDC to prepare for interviews and how to follow up
- Look for a summer job or internship or create your own internship relating to your interests
- Speak with alumni in the Berklee Career Network for career and relocation advice
- Update your resume and portfolio
- Explore the internship database in the Office of Experiential Learning
- Join LinkedIn and update your profile at least twice a year
- Reach out to alumni for informational interviews
- Be media-ready with headshots, EPK, and sound files

**International Students**
- Understand the role of a petitioner in the visa process
- Interview alumni from your home country now working in the US
- Be prepared and knowledgeable about your visa status post graduation

**YEAR 4**

**Academic**
- Review your entire list of activities from your previous years
- Research and apply for grad school, if appropriate; consider 2-3 years of work experience first
- Work on a research project with a professor

**Career**
- Network with friends, family, alumni, faculty and others
- Meet with a CDC Career Advisor to refine your resume and cover letter, focus/develop your job search, and discuss future career plans
- Stay active in career workshops and employer information sessions

**Extracurricular**
- Project financial needs and a realistic budget
- Imagine your first year after graduation: your ideal work, lifestyle, proximity to friends and family, values and longer term goals

**International Students**
- Understand the role of a petitioner in the visa process
- Interview alumni from your home country now working in the US
- Be prepared and knowledgeable about your visa status post graduation

**The Career Development Center (CDC)**
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