MAPPING YOUR CAREER

**YOUR CAREER NOTEBOOK**
- Write down your goals (with deadlines for accomplishments)
- Calendar events/deadlines/tasks related to your career
- Include insightful articles
- Print out interesting job postings & descriptions
- Document companies of interest
- Journal reflections & revelations
- Keep resumé drafts
- Develop your contacts network
- Include anything else to help document & stimulate your journey

**YOUR EDUCATION**
- Sample a broad selection of classes
- Participate in extracurricular activities & clubs
- Explore your career options
- Keep a scope on what your peers are doing
- Talk to people who’ve already declared a major
- See the CDC about career-enhancing volunteer opportunities
- Talk to the OEL about credit-bearing internships
- Anything else to expand your interests & develop your own unique set of skills

**YOUR CONTACTS NETWORK**
- Continually meet new people (try to meet two new people each week)
- Keep records of your network & new leads
- Talk with students, faculty & alumni
- Attend events, career fairs, conferences & industry mixers
- Talk with people who are one step ahead of you
- Follow-up & keep your name at the top of their mind
- Set networking goals
- Help other people out too — the key to career success is generosity

**YOUR CDC**
- Schedule career advising
- Use the computer stations
- Tap into the career library: books, reference, handouts, audio/video, magazines
- Attend career-building programs & events
- Access the gig/job board (and other subscription-based job databases)
- Get referrals through the Berklee Career Network (speak with Berklee alumni)
- Take a copy of the Resume & Job Search Guide
- Access the CDC via Campus Cruiser:
  ➞my.berklee.net
  ➞Student Services
  ➞Career Development

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