IMC GRADUATE STUDENTS’ CAREER PLANNING TIMELINE GUIDE

First Quarter

- Set up your MEDILLINK account – you will be using it for the next 5 quarters to make appointments with Medill Career Services (MCS), apply for jobs and internships, and RSVP for events and workshops.
- Meet with a MCS staff member to learn more about the services offered and to begin work on your resume.
- Consider joining on-campus organizations especially those offered through Medill. For example, think about joining the IMC Branding Committee, TalentQ Committee, etc. This will help you to network with fellow students, gain experience, and make professional contacts.
- Attend employer information sessions offered periodically during the quarter to become familiar with key areas of IMC that you may wish to pursue in the future. MCS will provide updates on these activities each week through MEDILLINK.
- Establish a LinkedIn profile if you do not have one already. Begin to make connections with classmates, previous employer contacts, and other professionals. Include samples of your previous work when possible.

Second Quarter

- Begin to consider your career interests for potential Immersion Quarter (IQ) projects.
- Revise resume with updated information about Medill activities.
- Attend employer and MCS programs/presentations on career-related topics – RSVP when requested through MEDILLINK.
- Add to LinkedIn connections and include new IMC content in profile when possible.

Third Quarter

- Continue expansion of LinkedIn connections.
- Attend programming sponsored by employers or MCS – RSVP through MEDILLINK.
- Attend MCS Prep Session to maximize your effectiveness at the Career Fair.
- Attend annual Career Fair – practice Elevator Pitch and revise resume.
- Submit resume for consideration of employer Immersion Quarter (IQ) opportunities when appropriate through MEDILLINK.
- Potentially identify employer prospects for the IQ summer projects.
Fourth Quarter

- Immersion quarter – work on project and prepare presentation for employer.
- Keep a journal of your activities and contributions to your team project that you will be able to cite on your resume.
- Conduct Informational Interviews with Alumni/Industry Professionals in fields of interest. Tip: Use Our Northwestern to find alumni to network with.

Fifth Quarter

- Revise resume, develop cover letter draft.
- Consult with MCS staff member on resume and cover letter construction.
- Attend practice interview session(s) in MCS as necessary, register through MEDILINK.
- Develop career goal and job search strategy including time-line action items – discuss with MCS staff member.
- Develop a target list of prospective employers and important contacts plan.
- Attend employer presentations as part of TalentQ events.
- For employer on-campus interviews submit resume for consideration through MEDILINK.
- Participate in speed networking event with employers though MCS.
- Participate in TalentQ program – network with participating employers.
- Identify potential job postings and apply through MEDILINK and other sources.

After Graduation

- Medill Career Services offers lifetime assistance to Medill alumni. Whether it is your next destination after graduation, a career transition down the road or planning out your next move, we are here to help!

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