MSJ GRADUATE STUDENTS’ CAREER PLANNING TIMELINE GUIDE

First Quarter

- Set up your MEDILINK account – you will be using it for the next four quarters to make appointments with Medill Career Services (MCS), apply for jobs and internships, and RSVP for events and workshops.
- Meet with MCS staff to learn more about services offered and to begin work on your resume.
- 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, and obtain recommendations to include in your profile.
- Attend employer information sessions offered periodically during the quarter to become familiar with career fields that you may wish to pursue in the future. MCS will provide updates on these activities through MEDILINK.
- Attend the Medill Career Fair held each spring quarter. Learn how to make it effective for you through preparation sessions offered by MCS.
- Internships/fellowships may be an option either during your program or after you complete it. Check with staff members of MCS & Student Life for details on the options you may have.

Second Quarter

- Update your resume/LinkedIn profile/website/portfolio with your first quarter experiences and clips. Upload your updated resume into your MEDILINK account.
- Consider joining/working with publications at Medill and Northwestern.
- Sharpen your reporting skills through your newsroom experiences and make an appointment to discuss your career goals with a MCS staff member who will be visiting the newsroom bi-weekly during the quarter.

Third Quarter

- Update your resume/LinkedIn profile/website/portfolio with your second quarter experiences and clips including your Medill News Service work. Upload your updated resume into your MEDILINK account.
- Conduct Informational Interviews with Alumni/Industry Professionals in fields of interest. Tip: Use Our Northwestern to find alumni to network with.
- Consider joining the LinkedIn Medill Alumni group to expand your network of contacts.
- Watch for company information sessions, networking receptions, and other events that can connect you to potential employers, and sign up to attend these programs.
- Take advantage of University Career Services (UCS) job fairs, workshops, job database (Career Cat), and other resources.
- Consider enrolling for an optional fifth quarter which could include a Global Residency or National Security option.

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Fourth Quarter

- Meet with MCS staff members to discuss your job search strategy. The earlier the better!
- Update your resume/LinkedIn profile/website/portfolio with your clips and other experiences. Upload your updated resume into your MEDILINK account.
- Research possible fellowships, internships, part & full-time jobs. Consider applying for them in a timely fashion. **Do not wait for the deadline to apply; apply early!**
- Participate in networking events, including the Medill Speed Networking event offered during the fall quarter.
- Sign up for on-campus recruiting opportunities through MEDILINK. Attend a Medill Career Fair Prep Session and the annual Medill Career Fair during the spring quarter. This will provide you with an opportunity for face time with a substantial number of leading industry employers before your graduate. Take advantage!
- Continue taking advantage of University Career Services (UCS) job fairs, workshops, job database (Career Cat), and other resources. **TIP:** Watch for programs reserved for graduate students.
- Conduct informational interviews and keep in touch with your growing network of professionals to inform them of your situation.
- When you receive a job offer, and accept one, please update MCS. We love to learn of your success, and it helps us coach future students in their job search.

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!

**Medill Career Services Staff – Fisk Hall, Room 106/07**

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