Four-Year Timeline for Undergraduate Career Development

First-Year
- Understand academic major requirements using the Mercer catalog or [http://academics.mercer.edu/undergraduate-programs/](http://academics.mercer.edu/undergraduate-programs/)
- Use the CCPD career assessments to explore academic majors and possible career paths
- Meet with your CCPD consultant at least once to outline specific activities that will be helpful to you
- Join a club or student organization that will give you experience working with a team to achieve a goal
- Develop a college-level resume to keep track of leadership, volunteerism, and work experiences
- Update your Handshake profile and search through opportunities pertaining to your interests
- Attend the Graduate School Fair and Career Expo events during the year to gain experience networking with recruiters and representatives
- Pursue part time summer work that enhances transferable skills such as verbal and written communication, organization, project management, and leadership

Sophomore Year
- Enhance resume using CCPD approved template and keep Handshake profile updated with most accurate application materials (cover letter, references, etc.)
- Finalize academic major choice with the help of Academic Advising and CCPD
- Create a LinkedIn profile and connect with your classmates and professionals in your intended field
- Participate in networking activities on and off campus, as well as job and internships fairs in the fall and spring
- Consider internship opportunities for summer or during junior year
- Consider Study Abroad or Mercer on Mission as a way to gain experience

Junior Year
- Start building a functional professional wardrobe collection
- Update resume and Handshake profiles
- Work with your CCPD consultant to connect to Mercer alumni and other professionals in your field
- Schedule a mock-interview with your CCPD consultant to hone your interview skills and sharpen your response techniques
- Explore graduate schools, establish timelines for applications
- Register to take necessary entrance exams: LSAT, MCAT, GMAT, GRE
- Continue to network at events and attend career fairs in search of opportunities

Senior Year
- Update resume and Handshake profiles
- Schedule another mock-interview with your CCPD consultant for good measure
- Apply for jobs and participate in interviews during the Fall semester. Many competitive companies source candidates for Fall, Spring, and Summer hires, all in the Fall
- Submit graduate school applications by determined deadlines
- Continue to network at annual career fairs and other events