



## 4 Year Checklist for a Global Career

**Freshman Year:** *Get acclimated and begin to explore your options.*

- ☐ Continue your language study from high school, or learn a new language.
- ☐ Get involved with student groups that focus on international issues.
- ☐ Seek out a faculty advisor who works with international career issues and schedule a meeting to discuss your studies.
- ☐ Visit Career Services and begin to familiarize yourself with its resources.
- ☐ Attend career panels or workshops on choosing a major; explore different courses of study related to international careers.
- ☐ Consider a spring or a summer internship to explore a career area of interest.
- ☐ Develop your first resume with a career counselor.

**Sophomore Year:** *Choose a major, continue exploring your options, and begin to build relationships.*

- ☐ Update your resume to reflect your summer internship or work experience.
- ☐ Continue your language classes.
- ☐ Discuss your choice of major and potential internships with your faculty advisor, and seek some academic advice.
- ☐ Continue attending career and international education events.
- ☐ Explore the Internet for international career information. Join a listserv to exchange ideas with other students.
- ☐ Plan for summer by organizing a course at a language institute, a service project abroad, or a summer internship.
- ☐ Research study abroad possibilities for junior year.

**Junior Year:** *Narrow your focus; begin preparing for a career through internships and study abroad.*

- ☐ Update your resume to reflect your summer internship or work experience.
- ☐ Study abroad, either in the fall or spring semester (or both). Be sure to stay in touch with Career Services to stay informed with opportunities while overseas.
- ☐ Conduct informational interviews to learn more about career choices, either here or abroad. See *How to Conduct an Informational Interview*, available on the Career Services page in myPBA for more information.
- ☐ Try to secure an internship overseas to complement your studies. Some summer internships, like those at the US State Department, have fall deadlines, so start early.
- ☐ Continue to attend relevant career education events, and begin to focus more on your goals after graduation.

**Senior Year:** *Continue your professional development, cement mentoring relationships and begin exploring the job market.*

- ☐ Update your resume.
- ☐ Explore fellowship or post-graduate study abroad opportunities. Remember, several have fall deadlines, so start early.
- ☐ Take a language refresher course, or join a conversation hour to maintain your skill level.
- ☐ Reconnect with your network: previous internship employers, faculty and alumni, and update them on your plans. Ask for advice, contacts and information.
- ☐ Plan a trip overseas during spring break to interview or explore options abroad.
- ☐ Polish your interviewing skills and start your proactive job search.

Of course, these are just guidelines; not everything will apply to what is important to you and your specific career development. The most important thing to take away from this exercise is that there are actions you can take each year while you are in college to make yourself more marketable and better informed for the global employment market.