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## Career Services Guide; Chart Your Course to Graduation

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# Career Services

## Chart Your Course to Graduation

### AUGUST

- Develop a post-graduation plan; consider both advanced studies & employment.
- Write/update your resume.
- Search job listings on **Career LynX** and research professions through **Career Insider** (powered by Vault).
- Register to take graduate admissions test(s) – many graduate school deadlines are in December.
- Register to take the GRE (arts and humanities) or GMAT (business), dates are available daily throughout the year.
- Register for the MCAT, several dates are available in August/September (info and registration at [www.aamc.org](http://www.aamc.org)).
- Aug. 30** > LSAT registration deadline (info at [lsac.org/lsat](http://lsac.org/lsat)).

### SEPTEMBER

- Sept. 7 • Sept. 8 • Sept. 12 • Sept. 13 • Sept. 14** > Attend a **Senior Registration Meeting** to register for **On-Campus Interviewing** and to establish a **Credentials File**. All meetings will be held at 4:30 p.m in Orgill.
- Sept. 13 Dress for Success** > Dinner will be provided. 6-7 p.m. in Orgill.
- Sept. 16** > Participate in **Résumé Blitz** to have your résumé critiqued. 9am-Noon & 1-4 p.m. in Career Services.
- Research graduate schools using **Career Library Resources**.
- Schedule an appointment for a **Videotaped Mock Interview**.
- Sept. 17 Test Drive** > Take a practice GRE, GMAT, LSAT or MCAT. Pre-registration required. 10a.m.-1 p.m.
- Sept. 19 – Oct. 10** > (Mondays) **Attend Career Advancement Seminar for Seniors** (CASS) – pre-registration required. All sessions are held from 4-5 p.m.
- Sept. 19 – 23** > Participate in **Grad School Week** activities.
- Sept. 19** > **Contagious Networking** (sponsored by Northwestern Mutual), 4-5 p.m. in Orgill.
- Sept. 20** > **Google Yourself: Your Professional Image is at Stake**. 5-6 p.m. in Orgill.
- Sept. 22** > Attend **The Grad School Expo**, 4-6 p.m., BCLC Multisports Forum.
- Sept. 26 • Sept. 27 • Sept. 28 • Sept. 29** > Attend an **Internship Orientation Meeting** to register for a spring term internship by Oct. 14. All meetings will be held at 4:30 p.m in Orgill.
- Sept. 27** > Sign up to attend **Put Your Best Fork Forward**, a dinner etiquette program. 5:30 p.m. in Hyde Hall (seating is limited).
- Sept. 29** > Attend the **Thursday Networking Social for Business** (sponsored by Alumni Relations). 5:30 p.m. in Burrow Lobby. Register at [alumni.rhodes.edu/careernetworking](http://alumni.rhodes.edu/careernetworking).

### OCTOBER

- Oct. 1 & Oct. 4** > LSAT (registration deadline is Aug. 30 - info at [lsac.org/lsat](http://lsac.org/lsat)).
- Oct. 4 Business Insider** > A panel of professionals share tips about job search success in the business world. 4-5 p.m. in Orgill.
- Oct. 7** > Participate in **Résumé Blitz** to have your résumé critiqued. 9am-Noon & 1-4 p.m. in Career Services.
- Oct. 11 Navigating the Non-Profit Job Market** > A panel of professionals share tips about job search success in the non-profit sector. 4-5 p.m. in Orgill.
- Meet with a counselor to discuss post-graduation plans and generate options.
- Investigate graduate schools online for application materials, course catalogue, and financial aid information.
- Request letters of recommendation from faculty, advisers, and former employers if you are planning to attend graduate school; place copies of your letters in your credentials file in Career Services.
- Develop a list of references if you plan to enter the job market. Join student chapters of professional organizations.
- Oct. 14** > Spring internship applications due by 5p.m. to Career Services.
- Oct. 21** > Attend **Homecoming Career Panels** (sponsored by Alumni Relations): Legal Professionals, Buckman Lobby; All-Alumni Networking, Orgill Room; Health Professionals, TBA. Register at [alumni.rhodes.edu/careernetworking](http://alumni.rhodes.edu/careernetworking).
- Oct. 31** > LSAT registration deadline (info at [lsac.org/lsat](http://lsac.org/lsat)).

### NOVEMBER/DECEMBER

- Nov. 7** > Attend **The Gap Year**, 5 – 6 p.m. in Orgill.
- Nov. 10** > Attend the **Thursday Networking Social for Communications, Marketing, PR and Advertising** (sponsored by Alumni Relations) 5:30 p.m. in Burrow Lobby. Register at [alumni.rhodes.edu/careernetworking](http://alumni.rhodes.edu/careernetworking).
- Nov. 11** > LSAT late registration deadline (info at [www.lsac.org/lsat](http://www.lsac.org/lsat)).
- Complete graduate school applications (allow yourself plenty of time to proof and finalize all forms).
- Research/apply for financial aid/scholarships for graduate school.
- Update your résumé to include fall internship, campus leadership positions, and/or other related experiences; be sure to provide Career Services with updated copies.
- Dec. 3 & Dec. 5** > LSAT (registration deadline – Oct. 31, info at [www.lsac.org/lsat](http://www.lsac.org/lsat)).

### JANUARY

- Jan. 4** > Attend winter break career networking events in **Dallas, TX** or **Nashville, TN** (sponsored by Alumni Relations). Register at [alumni.rhodes.edu/careernetworking](http://alumni.rhodes.edu/careernetworking).
- Jan. 5** > Attend winter break career networking event in **Atlanta, GA** (sponsored by Alumni Relations)
- Jan. 10** > LSAT registration deadline (info at [www.lsac.org/lsat](http://www.lsac.org/lsat)).
- Continue your involvement in the On-Campus Interview Program; research all leads.
- If you are still unsure of your career interests, participate in the **CareerQuest** and/or **Shadow** programs.
- Search job listings on **Career LynX** and research professions through **Career Insider** (powered by Vault).
- Be proactive: identify companies/agencies and school systems of interest; send cover letters and résumés.
- Meet with a counselor to discuss progress and/or refine post-grad plans.
- Develop a portfolio if used in your field (education, art, and journalism).

### FEBRUARY

- Feb 2** > Attend the **Thursday Networking Social for Non-Profits and Arts** (sponsored by Alumni Relations). 5:30 p.m. in Burrow Lobby. Register at [alumni.rhodes.edu/careernetworking](http://alumni.rhodes.edu/careernetworking).
- Feb. 11 & Feb. 12** > LSAT (registration deadline – Jan. 10, info at [www.lsac.org/lsat](http://www.lsac.org/lsat)).
- Feb. 20-24** > Participate in **Career Awareness Week** activities.
- Feb. 22** > Attend the **Diversity Luncheon** – Noon in Hyde Hall - pre-registration required.
- Feb. 22** > Attend the **Career and Internship Expo**. 2-5 p.m. in the BCLC Ballroom.
- Feb. 23** > Attend the **Thursday Networking Social for Education** (sponsored by Alumni Relations). 5:30 p.m. in Burrow Lobby. Register at [alumni.rhodes.edu/careernetworking](http://alumni.rhodes.edu/careernetworking).
- Continue checking **CareerLynX** on a weekly basis for career opportunities.
- Prepare for second interviews; participate in a **Videotaped Mock Interview**.

### MARCH

- Update résumé with spring term internship and related experiences.
- Continue comprehensive job search plan; meet with a career counselor to discuss progress.
- Mar. 12** > Attend Spring Break career networking event in **Washington, DC** (sponsored by Alumni Relations). Register at [alumni.rhodes.edu/careernetworking](http://alumni.rhodes.edu/careernetworking).
- Mar. 14** > Attend Spring Break career networking event in **New York City** (sponsored by Alumni Relations)
- Mar. 15** > Attend Spring Break career networking event in **New Orleans, LA** (sponsored by Alumni Relations)

### APRIL/MAY

- Begin to evaluate job offers/acceptance letters to graduate school.
- May 7 – 9** > Attend **Sojourners, A Vocation Capstone**, pre-registration required.
- Complete the **Post-Graduation Survey** to notify Career Services of your plans.
- If you have not secured full-time employment, continue to work with the Career Services staff.
- May 12** > **Graduate!!!**

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*The staff of Career Services wishes you the best in your senior year. Our staff will work closely with you throughout the year as you plan for professional employment or graduate studies. We advocate a comprehensive approach to evaluating your interests and abilities as you consider your post-graduation plans. Be sure to attend a Senior Registration meeting in early September. Attendance at one meeting is required for participation in campus interviews, referrals, and establishing a credentials file. We look forward to helping you start a successful journey into the future! For more information visit [rhodes.edu/careerservices](http://rhodes.edu/careerservices).*



**Career Services is located in Burrow Hall.**

Office and Career Library hours are 8:30-5:00, Monday thru Friday. To schedule an appointment call ext. 3800.

Staff members and individual emails are:

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# Rhodes Career Services

will help you Chart Your Course to Graduation

