

# BUSINESS STUDENT CAREER TIMELINE

## GOAL

- **Freshman and Sophomore Year:** Early Insight programs
- **Sophomore and Junior Year:** Fellowship & Internship Programs
- **Senior Year:** Turn internships into full-time jobs

*\*\* Many companies recruit many months in advance (some 12-18)*

## SOPHOMORE YEAR

- Apply for/attend early insight programs
- Consider participating in a fellowship
- Attend campus events, connect with recruiters & apply to internships (some firms recruit over a year in advance)
- Develop your network by attending events
- Practice interview skills

## SENIOR YEAR

- Add summer internship & projects to resume
- Continue to develop network & practice interview skills
- Apply to open roles where you interned and elsewhere

## FRESHMAN YEAR

- Start drafting your resume & cover letters
- Set up your Handshake account
- Read industry news and explore career options, begin to develop your career plan
- Apply for/attend early insight programs
- Engage with firms and recruiters at on & off-campus events
- Join campus clubs related to your interests and public speaking
- Apply for sophomore year internships which open in spring/summer

## JUNIOR YEAR

- Update resume to include sophomore year internship, fellowship and/or projects
- Attend campus events, connect with recruiters & apply to internships
- Consider running for club e-board positions
- Some full-time entry level roles open during your junior year, apply during this time

# **BUSINESS STUDENT CAREER TIMELINE**

## **ALREADY A JUNIOR OR SENIOR?**

- **Check out CUNY/NYC Internships**
  - CUNY Launch/CUNY Spring Forward
  - Brooklyn Navy Yard
  - NYC Department of Finance
  - NYC Comptroller
  - LifeSci NYC (allows students to intern after graduation)
- **Look at opportunities with small to mid-size companies**
- **Be strategic about networking with recruiters**
- **Find creative ways to develop and showcase skills using Forage and Skillful.ly. For skill development resources go to [tinyurl.com/building-skills](https://tinyurl.com/building-skills)**
- **Look into stepping stone roles (Personal Banker in retail banking to pivot into corporate banking)**
- **Consider competitions to build your projects and present in front of employers**

## **ALL YEARS**

- **Visit the Magner Career Center to go over your resume & career plan**
- **Network with peers, alumni, and industry professionals**
- **Engage with clubs and professional associations related to your interests**
- **Meet the firms and recruiters at events**
- **Develop core competencies such as communication, teamwork, and leadership**
- **Maintain a high GPA**