

Sophomore Year



Attend the following events:

- Fall Student Employment Fair
- Spring Career Fair
- Summer Job and Internship Fair

Prepare a draft of your resume and cover letter (attend one of our resume/cover letter workshops).

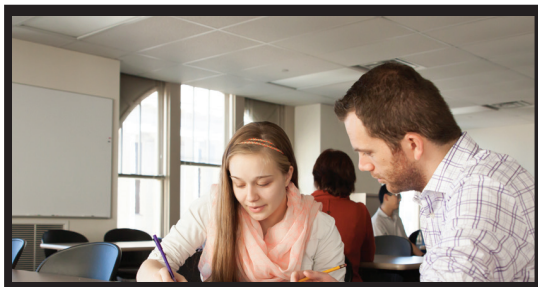
Visit our calendar for upcoming panels and workshops that interest you.

Plan courses in keeping with your personal development plan (career, graduate school, etc.)

Try to land an internship in the summer before your junior year.

Familiarize yourself with the Office of Career Services - it can help you with interviewing, resumes, cover letters, networking with Pitt alumni, internships and jobs.

Familiarize yourself with the Writing Center for one-on-one assistance with employment and grad school documents.



The Department of English Advising Office can provide you with more detail.

See Mark Kemp, Jeff Aziz or Lori Campbell for assistance.

Jeff Aziz: jeffaziz@pitt.edu

Lori Campbell: lmc5@pitt.edu

Mark Kemp: mkemp@pitt.edu

Visit

www.english.pitt.edu/advising
for more information.

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YOUR FUTURE:

An Undergraduate Timeline to Planning Careers



Junior Year

Attend the fall, spring and summer job fairs.

Continue to visit our calendar for upcoming events.

Consider this your "research year" - gather data, explore options.

Fine-tune your resume and cover letter (take advantage of our workshops, the Writing Center, and Career Services).

Graduate/Professional School Path

Do general research on the schools.

Determine which admissions examinations (GRE, GMAT, MCAT, and LSAT) you will need to take and when.

Attend examination preparation course or prepare on your own.

In the spring, attend a personal statement workshop sponsored by the Department of English. Draft your personal statement.

Approach faculty members to recommend you for graduate study. Make sure you stay in touch with them on a regular basis.

If your application involves a writing sample, take at least one course besides junior seminar that requires a longer research paper.

Employment Path

Get an internship in a field you are exploring and take the internship class.

Establish professional contacts in your field. Keep a list of these people and stay in touch with them.

Collect examples of your work to use in an employment portfolio. Attend one of the employment portfolio workshops offered by the Department of English each term.

Senior Year

Attend the fall, spring and summer job fairs.

Join the English and Film Alumni Facebook and LinkedIn sites.

Attend panels and workshops offered by the Department of English.

Continue to use the Office of Career Services and the Writing Center.

Continue to visit our calendar for upcoming events.

Keep the Department of English informed once your plans are complete. We want to stay in touch with you!

Graduate/Professional School Path

Fall

Take all required admissions examinations if you haven't completed them yet.

Attend a personal statement workshop and complete your personal statement.

Finalize a list of faculty members recommending you. Provide them with a list of your schools and recommendation deadlines; then stay in touch to make sure their letters are completed on time.

Be timely. Almost all grad school applications are due at the end of the fall term. Plan accordingly. Submit them early if possible unless you are waiting for a decision about a departmental essay prize.

Spring

Your work is nearly done!

Subscribe to the Pitt English and Film Studies Alumni Facebook page (www.facebook.com/groups/190905389612/).

Write a thank-you note to faculty who have written letters on your behalf. Stay in touch with them.

Employment Path

Fall

Finalize your resume and cover letter, but be ready to adapt them for each position you apply for.

Determine the scope of your job search - geographic area, types of jobs.

Conduct at least 10 informational interviews at organizations that meet your search criteria.

Contact references (three - academic, character and employment).

Prepare your online and hard copy employment portfolios.

Spring

Plan to spend your spring break interviewing.

Be sure to follow up after each interview.

Subscribe to the Pitt English and Film Studies Alumni Facebook page (www.facebook.com/groups/190905389612/).

