THRIVE GUIDE: 
Four-Year Timeline for Your Career Development

Every student, every year

• Check email daily and respond to all professional communication within 48 hours
• Keep a list of every job, internship, volunteer, or leadership experience and what you did in each role
• Develop relationships with faculty members, Career Services staff, advisors and others to build your professional and personal networks
• Build your soft skills (e.g. communicate well, work in teams, be adaptable, problem solve, resolve conflict)
• Do well in your classes; employers will see each grade earned if your transcript is reviewed for employment

Freshman Year

• Understand academic requirements for your major; review the MGA Catalog and meet with your academic advisor
• Use Career Services’ assessment tests such as “Do What You Are” or the Georgia Career Information System to identify potential majors related to your interests and abilities
• Discuss your intended career path with a Career Services staff member
• Develop a basic resume to keep track of leadership, volunteerism, and work experience (www.mga.edu/cs)
• Purchase one business casual wardrobe (don’t be embarrassed to utilize thrift stores)
• Connect with Career Services via Facebook, Twitter, and LinkedIn (search “MGA Career Services”)

Sophomore Year

• Join at least one campus club or community organization
• Develop a CareerLinks profile and upload your updated resume (www.mga.edu/cs)
• Meet with a Career Services staff member to further discuss your intended career path
• Purchase one professional wardrobe (don’t be embarrassed to utilize thrift stores)
• Participate in mock interviews and other career-focused events sponsored by the Career Services
• Consider studying abroad and/or internships; visit the Office of Experiential Learning
• Analyze additional needs (e.g. transportation, attire, housing) then discuss goals with parents or guardians

Junior Year

• Develop a LinkedIn profile (www.linkedin.com)
• Purchase accessories for your business casual or professional attire (e.g. matching shoes, belt, blazer, tie, shirt)
• Attend MGA career and graduate school fairs
• Begin to explore specific graduate schools of interest and determine timelines for applications
• Register for necessary graduate school exams – LSAT, MCAT, GMAT, GRE
• Conduct additional research on the occupation you are considering and the professional licensures required for that field
• Interview for internships, part-time jobs, or pursue study abroad

Senior Success

• Update your resume, CareerLinks, and LinkedIn profile
• Participate in mock interviews
• Submit graduate school and/or job applications by indicated deadlines
• Continue to network at events both on and off campus
• Decide between your offers and let us know where you land

Office of Career Services
www.mga.edu/cs
Student Life Center 254 (Macon) or Sanford Hall 112 (Cochran)
478-471-2714 (Macon) or 478-934-3110 (Cochran)