

Suggested Timeline for a Graduating Student Pursuing a Career in Industry

Updated September 10, 2018

Note: This timeline is a suggested timeline. Deadlines will differ by year as do suggested tasks based on individual progress.

- **Academic Year prior to graduation**

- Decide on types of jobs you would like to apply to. Identify skills and qualifications.
- Update your resume. Learn what to include on a resume versus a CV.
- Attend CU Career Fairs (October) and network. Bring copies of your resume.
- Make an professional webpage if you have not already (better even to have done this last year).
- Become active on LinkedIn or Indeed.
- Determine if you would like to do a summer internship and what your earliest application due dates are.
- Identify some meet ups (see resource links) to attend regularly during the next 1-1.5 years for networking.
- Consider signing up for advanced undergraduate courses to fill in skills you lack or look up online courses for this purpose.

- **Summer prior to final year**

- Contact 3-4 people (at least 2 who have worked with you) to use as references.
- Keep your resume and LinkedIn/Indeed profile up to date.
- Create a project which exhibits your skills - tailored to the job you would like to apply for, if applicable.
- Make contact with people you are interested in working.
- Continue attending meet ups for networking.

- **Fall during final year**

- Update types of jobs you would like to apply to. Identify skills and qualifications - write a resume tailored to that job or company.
- Attend CU Career Fairs (October) and network. Bring copies of your resume.
- Remain active and up to date on LinkedIn or Indeed.
- Continue attending meet ups for networking.

- **December-March during final year**

- Remain active and up to date on LinkedIn or Indeed.
- Continue attending meet ups (see links above) for networking.
- Plan your thesis committee and defense date.
 - * A draft of your thesis should go to your committee at least three weeks before the defense date.
 - * The Graduate Assistant (Barbara Wojcik) must be given your information (committee members etc.) by at least two weeks prior to the defense. Notify her even earlier if you have an unusual committee (e.g. member outside CU Boulder).
 - * Any communication with the graduate school at any time should be cc'd to Graduate Assistant Barbara Wojcik.
- Begin submitting job applications.
 - * Email follow up within 2 weeks of submitting, if applicable. Professional, timely emails always.
 - * Send your resume to any network connections you've made. Ask (if you are comfortable) them to pass it along to hiring manager for a specific job X or team X.
 - * Take any phone interview or coffee/lunch meet up offered. This is good practice even if you are holding out for another job offer.
- Practice explaining your research to a general audience. Also practice an elevator pitch of why you are pursuing career X.
- **Early February:** Deadline to go online with the CU Graduate School to apply to graduate; notify Graduate Assistant Barbara Wojcik.
- **March:** Deadline to email graduate school to submit dissertation title to graduate school (cc Graduate Assistant Barbara Wojcik and also do paperwork with her).
- Continue submitting job applications.
 - * Email follow up within 2 weeks of submitting, if applicable. Professional, timely emails always.
 - * Send your resume to any network connections you've made. Ask (if you are comfortable) them to pass it along to hiring manager for a specific job X or team X.

* Take any phone interview or coffee meet up offered. This is good practice even if you are holding out for another job offer.

- **April during final semester**

- Remain active and up to date on LinkedIn or Indeed.
- Continue attending meet ups for networking.
- Pass PhD dissertation defense by **CU Graduate School deadline**.
- **Hard Deadline** (end of business hours) to submit final copy of dissertation and signature page (cc Graduate Assistant Barbara Wojcik).

Suggestions or edits:

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