



DOCTORAL STUDENT

Career Planning Timeline

MAKING PROGRESS

Years One-Two

- Create a long-term timeline that spans the entirety of your projected PhD that outlines your goals and deadlines for completing your degree.
- If you have a CV, convert it into a resume. Explore making several resumes for different types of positions.
- Create a [LinkedIn](#) profile and update it regularly.
- Conduct informational interviews with professionals in your field of interest.
- Join professional organizations and attend professional conferences to learn more about your field and network.
- Research and apply for summer internships, jobs, and/or volunteer work to explore and hone your transferable skills.
- Do some self-reflection to determine possible desirable career paths or positions. Ask yourself what kind of lifestyle, locations, and career you'd like to have. Determine what steps you can take now to work towards these goals.

MAKING PROGRESS

Years Three-Four+

- Adjust and update your long-term PhD completion timeline with appropriate goals and deadlines.
- Update your resume and cover letter- have your [Graduate Career Coach](#) and trusted mentors to critique your materials.



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Career Planning Timeline Cont.

- Contact potential letter recommenders and/or references to meet, update them on your goals, and provide an updated resume.
- If possible, do research, an internship, volunteer work, or hold a part-time job while you earn your degree to expand your network and skills.
- Look at the current job market for the industries or positions you're interested in and assess what skills you possess and where you could improve your skills to make your future applications stronger.

FINISHING UP *Final Year*

- Update your LinkedIn profile regularly.
- Attend networking events on campus and throughout your own personal network (such as your undergraduate alma mater, conferences, industry events, professional associations, etc).
- Create a calendar with job application deadlines- apply to jobs.
- Balance your time between job seeking activities and finishing your dissertation.
- Make an appointment with your Graduate Career Coach to practice interviewing.
- Learn about job salaries in your field and practice negotiating a job offer.