Career Services Four-year Timeline

**Freshman Year**
- Focus on doing your best in school, your GPA does matter when interviewing for internships
- Join student groups on campus and especially in SHA
- Volunteer for hospitality related events
- Create a LinkedIn account, https://www.linkedin.com/
- Create a profile in BU CareerLink, login information will be e-mailed to you by the end of October
- Create a resume and meet with Director of Career Services to have it reviewed, make sure to upload it to BU CareerLink
- Participate in mock interviews
- Participate in on campus recruitment to secure a summer internship
- Attend Company Recruiting Info Sessions to learn more about the kinds of companies you could work for
- Attend workshops offered by SHA & BU Career Services (resume, networking, interviews, industry panels, etc.)
- Get to know your professors and advisors during office hours
- Meet with Director of Career Services at least once during each semester
- Meet with your faculty advisor at least once each semester
- Plan how you will fulfill your HF 440 International Experience
- Secure a summer job/internship for the summer after your freshman year to fulfill your HF140 requirement
- List the job/internship in BU CareerLink

**Sophomore Year/Junior Year**
- Update your resume, upload it to BU CareerLink and update BU CareerLink with your summer internship/job information
- Update your contacts in LinkedIn
- Become more involved in student groups, take an a leadership role
- Obtain a job/internship during the year (no more than 20 hours per week)
- Participate in mock interviews
- Participate in on campus recruiting to secure an externship and/or internship for summer
- Attend Company Recruiting Info Sessions
- Attend workshops offered by SHA and BU Career Services (resume, networking, interviews, industry panels, etc.)
- Meet with Director of Career Services as needed
- Meet with your faculty advisor at least once each semester
- Join professional organizations based on your interests and become involved
- Network with professors, advisors, employers, people in the industry
- Attend Industry Conferences
- Secure a job/internship for summer to fulfill your HF 240 requirement (should be more advanced than your HF140 experience)

**Senior Year**
- Your goal this year is to figure out your post-graduation plans-Start EARLY!
- Repeat the list from Sophomore/Junior year as necessary
- Network through LinkedIn, Professional Associations, your faculty advisor, other faculty, your previous employers, and
- Meet with the Director of Career Services EARLY and OFTEN
- Participate in mock interviews as well as workshops offered by SHA and BU Career Services
- Attend Company Recruiting Info Sessions
- Participate in Fall AND Spring on campus recruiting
- Check BU CareerLink frequently as well as other websites listed in the Career Services section of the SHA website
- Fill out the graduation survey