

# BSN Career Planning Timeline

## Sophomore Year

- Familiarize yourself with programs and services on the [Penn Career Services website](#).
- Develop your resume and cover letter writing skills. Review [resume and cover letter writing tips and samples](#) on the Career Services website.
- Begin to assess your strengths and explore areas of nursing that interest you. Check out the [Nursing page](#) in the Resources by Career Field section of the Penn Career Services website.
- Expand your skills and connect with others. Participate in extra-curricular and community activities.
- Consider summer employment opportunities in community health, public health, and research in addition to nurse aide, summer camp, or related non-profit positions. Inquire with individual hospitals for clinical opportunities for rising juniors.

## Junior Year

### Fall Semester

- Attend job search workshops hosted by Career Services as listed on [Career Services' program calendar](#).
- Come to [walk-in hours](#) to meet with a career counselor or [schedule a 30-minute appointment](#) for a resume review.
- Treat your clinical rotations as job interviews. Do your best and make an impression!
- Continue to build relationships with faculty and advisors.
- Pursue leadership opportunities through campus organizations and/or volunteering.
- Reflect on your clinical rotations to pinpoint interests and strengths.
- Contact hospitals of interest to inquire about summer opportunities and application deadlines.
- Familiarize yourself with the interview process by looking at [interviewing tips and resources](#) on the Career Services website.
- Attend [Nursing Career Day](#). Don't forget to bring your resume. Keep business cards and contact information for follow-up with employers this spring.

### Spring Semester

- Schedule [informational interviews](#) with alumni in units/settings of interest. The [Penn Alumni Career Network \(PACNet\)](#) and [LinkedIn](#) are two resources for connecting with Penn alumni.
- Connect with contacts from Nursing Career Day. Share your continued interest and inquire about summer opportunities.
- Be sure to customize your cover letters for each job opportunity/employer.
- Apply to summer externships, CNA positions, or related opportunities. Refer to the [Summer Externship and Opportunity Resource Guide](#) on the Career Services website.

## Senior Year

### Fall Semester

- Attend [job search workshops](#) hosted by Career Services if you have not done so already.
- Continue to update your resume with employment, clinical experiences, activities, and honors.
- Assess your strengths and reflect on your clinical rotations as you focus your career interests.
- Make a list of preferred hospitals and/or settings, units, and locations. Explore and prioritize these interests.
- Schedule an appointment with a Career Services counselor to review your job search materials and to discuss your job search and interests.
- Contact hospitals of interest to inquire about full-time opportunities, [nurse residency programs](#) and application deadlines. Be aware that some hospitals have early deadlines!
- Attend [Nursing Career Day](#). Don't forget to bring your resume. Save business cards for follow-up this spring. If you are graduating in December, be sure to follow-up with recruiters immediately after fair.

### Spring Semester\*

- Connect with employers from Nursing Career Day. Share your continued interest and inquire about full-time opportunities.
- Apply to job opportunities. Be sure to customize each cover letter to highlight your interest in a particular position or employer.
- Prepare for interviews. Schedule a one hour mock interview with a Career Services counselor.
- Continue to build your network of professionals in the field.
- Review the [Salary Information/Negotiating Offers section](#) on the Career Services website as needed.

**\*December graduates:** Be sure to incorporate these spring items into your fall job search plans. Career Services counselors are also available over the summer months to meet with students for resume and cover letter review, job search guidance, and interview preparation.

### Related Job Search Programs Hosted by Penn Career Services

BSN Resume/Cover Letter Workshops  
BSN Interviewing Workshops  
BSN Networking Workshops  
Conducting a Summer Externship Search  
Nurse Manager Panel Discussion  
Nursing Career Day