

# Career Prep Checklist for First Year Students

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Even though you might not realize it now, the next four years will go by pretty quickly. Whether you plan on attending graduate school or looking for employment after college, The School of Music Career Services Office is here to assist you.

Learning essential career and life skills now will take you that much closer to finding success, no matter what your career path may be. Below is a list of things to start thinking about now to help you feel more prepared down the road.

- ☐ **Get to know what the Career Services Office has to offer.** The easiest way to do this is via the website: <http://music.depaul.edu/resources/career-services/Pages/default.aspx>
- ☐ **Attend the Music Career Workshops** These workshops cover a variety of music career topics, are once per quarter (3 times a year), and are FREE! (And did we mention there's pizza after?) Keep your eyes open for emails and flyers with more details.
- ☐ **Start writing your résumé now!** Regardless if you are a performance or SRT major, nearly all jobs require some type of résumé. Check out the **SOM Music Résumé Handbook** online or pick up a hard copy in Room 204. For further tips, make an appointment to see Rachael.
- ☐ **Keep track of what you are doing.** Write down all performances, masterclasses, workshops, lectures, etc. Use a spreadsheet, table, or the Résumé Builder found in back of the SOM Music Résumé Handbook. Saving a program from each concert you performed on is strongly recommended.
- ☐ **Start networking.** The people you will meet here at DePaul are the same people who could help you in the future with employment and other opportunities (and vice-versa). This is the time to build and cultivate those relationships.

*Questions? Contact Rachael at [rachael.smith@depaul.edu](mailto:rachael.smith@depaul.edu) or visit Room 204.*