

Career Prep Checklist for Graduate Students

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 so that 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!** Don't wait until you need to send one. To get started, check out the **SOM Music Résumé Handbook** online or pick up a hard copy in Room 204. If you haven't done so already, write down all performances, masterclasses, workshops, lectures, etc. Use the Résumé Builder found in back of the SOM Music Résumé Handbook to help stay organized. Saving a program from each concert you performed on is strongly recommended.
- ☐ **Start looking for jobs.** There are numerous resources and websites that post job listings, many of which are linked to the Career Services website. Get an idea of what kinds of jobs are out there, think about what appeals to you and your interests, and the types of experience they require. If you don't have the experience right now, think about what steps are needed to gain that experience. To discuss further, make an appointment to see Rachael.
- ☐ **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.
- ☐ **Sign up for Gig Connection** The SOM's gig service will allow you to make a little extra income from gigs while putting into practice performance, marketing, negotiating, networking and other career skills. See the website for more information.

Questions? Contact Rachael at rachael.smith@depaul.edu or visit Room 204.