



## Careers Checklist for Freshmen

**Welcome to the Eastman School of Music!** Graduation may seem like it is a long way off now, but in 4 short years, you will be going on to graduate school or getting your first job. There is no time like the present to start preparing. The Office of Careers & Professional Development has put together this helpful list of things you can start doing as a Freshman to help you prepare for what is ahead.

Remember, we are here to help you from the day you enroll at Eastman until the day you retire. Learning career skills while here at Eastman will help you throughout your career. Here are a few things to think about this year:

- Familiarize yourself with all the services that the Office of Careers and Professional Development offers. The best way to do this is to visit our website:  
<http://www.esm.rochester.edu/iml/careers/>
- Make yourself a spreadsheet and **keep track of what you doing...** all performances, masterclasses, workshops, lectures, etc. It's easy to forget some of the things you've done when you're so busy, so write them down! You can also use the **Résumé Builder** on our **Online Resources** page for this purpose.

*For example:*

Who	What	When	Where
Dr. John Smith	Masterclass	10/20/08	Eastman School of Music
Dr. Jane Doe	Wind Ensemble concert	11/15/08	ESM – Eastman Theatre

- Start writing your résumé now!** Don't wait until you need one. Write it now so you can add to it and revise it later. Use the **Résumé Builder** on our **Online Resources** page. Make an appointment with the Office of Careers and Professional Development to get tips and pointers on how to improve and expand it.
- Not sure what you want to do when you “grow up” or want to investigate career alternatives? **Make an appointment** with the Office of Careers and Professional Development. We can help you get some direction.
- Start networking.** The people you meet now can help you in the future. Start a journal with names and contact information. These people may help you get your first job!
- Sign up for the **Gig Service**. Not only will you make some extra money, but you will practice your performance, marketing, networking and career skills.