

Graduate Career Management Center @ Zicklin Getting Started

Welcome to the GCMC! The investment you have made in pursuing a Zicklin graduate degree is smart, courageous, and perhaps a little scary. It affords you an opportunity to explore who you are, and who you can be. From a professional development perspective, there is nothing better than this type of experience. We're excited and proud to be a part of your journey. As you will read in our [Mission Statement](#), we are committed to providing you with the resources necessary to plan and execute an effective job search. Your career goals and efforts are, of course, yours. You lead; we partner.

We have a saying at the GCMC: Two years to goal. This means if you are attending Zicklin on a full-time basis, begin working with the GCMC in your first semester. If you are a part-time student, begin working with the GCMC as soon as you wish, but no later than 2 years prior to graduation. An early start can make all the difference in your success and sanity! You will have an opportunity to meet the GCMC team in August. In the meantime we have outlined a few crucial next steps to orient you to the GCMC and to help you begin thinking about both your short-term and long-term career goals.

- ❑ **Take a look at our [web site](#).** Familiarize yourself with the resources and services that are available to you through the GCMC. The resources only work if you choose to use them!
- ❑ **Complete *CareerLeader™*.** *CareerLeader™* is the premier on-line business career self-assessment program, used by over 170 MBA programs and corporations around the world. As a Zicklin graduate student you receive free access to this program; we ask that full-time students complete it **before orientation**. You may access this page at: <http://www.careerleader.com/cf/univ/zicklin.html> (user: zicklin, password: house)
- ❑ **Revise your resume.** Update your resume before you arrive on campus; you want to be ready to present this document at a moment's notice. **Resumes must adhere to Zicklin format and content guidelines** if you plan to upload it to Zicklin CareerLink; [resume samples](#) are available on our website to help you. You will also have the opportunity to have your resume reviewed by our office when you get to campus to ensure it is ready to be seen by recruiters.
- ❑ **Complete your Zicklin CareerLink profile.** Zicklin CareerLink (ZCL) is an online database where you register with the GCMC. ZCL allows you to search and apply to full-time, part-time, and internship opportunities; store and update resumes and cover letters; register for upcoming events; receive our weekly email announcements; and access employer information. **You will receive an email from us with login information and instructions to create your profile prior to the start of classes.**
- ❑ **Conduct research with the Wetfeet Industry Guides.** Two years might seem like a long time, but let us assure you it goes by very quickly. As such it's important you begin to formulate thoughts about your short-term and long-term career goals. To help you do this, we strongly encourage you to read the Wetfeet Insider Guides. You may choose any and all that are of interest to you. However we recommend you read:
 - [Finding the Right Career Path](#) found under the *Career Management* category
 - [Industries and Careers for MBAs](#) found under the *Industries and Careers General* category
 - [Download](#) all guides for free using 'zicklin' as both the login and password. Once you login be sure to follow the rest of the downloading instructions.