SO YOU’RE A FROSH…
Action Plan for Landing a Public Service Job

✓ Map Activities and Academics to Your Interests
   • Get involved in public service-related student organizations that align with your interests.
   • Enroll in a Cardinal Course.
   • Subscribe to the Cardinal Careers newsletter, public service jobs list, Cardinal Service digest, and service4all mailing list to stay up-to-date on public service events, applications deadlines, and job postings.
   • Explore potential careers and network with public service professionals at Cardinal Careers Thursday events.
   • Drop by the Haas Center BIRC (Rm 108) and chat with an advisor about how to get involved in public service.

✓ Start Building Your Network
   • Drop by the office hours of a professor or academic director at least twice a quarter.
   • Start identifying faculty members who may be future mentors to you.

✓ Get an Early Start on Your Summer
   • Use the fall quarter (or the summer before) to start your summer internship search.
   • Find an organization with which you would like to work in the summer.
   • Explore hundreds of summer and academic-year opportunities through Cardinal Quarter fellowships and Community Service Work-Study.
   • Make an appointment with a Cardinal Quarter advisor to discuss summer possibilities aligned with your interests.
   • Use online search tools, such as ProFellow; Idealist; and the Fellowships, Internships, and Service Programs (FISP) database to expand your fellowship or internship search.
   • Develop a spreadsheet to track opportunities that spark your interest and their application deadlines.

✓ Craft Your Professional Image
   • Attend a resume lab at BEAM.
   • Make a LinkedIn profile to showcase your experiences.
   • Set up your profile on Handshake, a platform that enables you to connect with employers, discover opportunities, and schedule appointments with career advisors.
   • Develop a positive, professional online presence.