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

✓ Zero in on Your Career Goals
  • Explore the Pathways of Public Service.
  • Explore potential careers and network with public service professionals at Cardinal Careers Thursday events.
  • Schedule an appointment with a Cardinal Careers advisor to discuss career options that align with your interest.
  • Attend Kickstart Your Social Impact Career Fair and BEAM’s VentureSU in October.
  • Attend a Cardinal Careers fellowship informational session in Spring Quarter.
  • Explore year of service programs, such as Peace Corps and AmeriCorps.

✓ Narrow Your Focus and Monitor Your Progress
  • Take on leadership positions in public service-related student organizations.
  • Consider joining the Public Service Leadership Program.
  • Explore your academic interests and enroll in at least one Cardinal Course.
  • Pursue off-campus opportunities with service-focused programs (e.g. Stanford in Washington, Stanford in New York, Stanford in Cape Town).
  • Develop a spreadsheet to track summer and postgraduate opportunities that spark your interest.
  • Talk with your personal team of advisors about your career goals.
  • 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.

✓ Plan for a Successful Summer Internship
  • Update your LinkedIn profile and resume to showcase new experiences.
  • Explore hundreds of summer and academic-year opportunities through Cardinal Quarter fellowships and Community Service Work-Study.
  • Use online search tools, such as ProFellow; Idealist; and the Fellowships, Internships, and Service Programs (FISP) database to expand your fellowship or internship search.
  • Drop by Hume Center office hours to polish a cover letter or written application.

✓ Keep Building Your Network
  • Maintain contact with your personal team of advisors. Schedule routine meetings or email them quarterly updates on your academic and professional progress.
  • Ask a classmate with similar service interests to you to get coffee or lunch and swap internship ideas and alumni or faculty connections.
  • Use the LinkedIn and the Stanford Alumni Mentoring program to find and conduct informational interviews with alumni working in fields of interest to you.