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

✓ **Scan the Public Service Career Landscape Early**
  - 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.
  - Meet with potential employers at Kickstart Your Social Impact Career Fair and BEAM’s VentureSU in October.
  - Schedule an appointment with a Cardinal Careers advisor to discuss career options that align with your interest.
  - Talk with former supervisors, colleagues, mentors, advisors, and friends with similar interests for leads on jobs.
  - Explore potential careers and network with public service professionals at Cardinal Careers Thursday events.
  - Use online search tools, such as ProFellow; Idealist; Service Year; USA Jobs; and the Fellowships, Internships, and Service Programs (FISP) database and develop a spreadsheet to track fellowship and job opportunities.

✓ **Apply for Cardinal Careers Fellowships**
  - Attend a Cardinal Careers fellowship information session and identify fellowships that interest you.
  - Reach out to faculty members or former employers **at least a month before the deadline** to write letters of recommendation.
  - Reach out to former fellows about their fellowship experiences.
  - Drop by Hume Center office hours to polish your written application draft.

✓ **Keep Building and Maintaining Your Network**
  - Reach out to your personal team of advisors periodically to update them on your job search progress.
  - Use the LinkedIn and the Stanford Alumni Mentoring program to find and conduct **informational interviews** with alumni working in fields of interest to you.
  - Write personal thank-you notes to those who help or guide you.

✓ **Consider How to Market Yourself**
  - Update your resume and LinkedIn profile to showcase your professional experience, hard skills, and academic awards.
  - Cultivate your online brand by following organizations and thought leaders working in the fields that interest you on social media.
  - Sharpen your interview and storytelling skills at a BEAM program.