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

✓ Develop Your Academic Path and Explore Your Interests
- Deepen your involvement in the public service-related student organizations that align with your interests. Consider taking a leadership role.
- Explore your academic interests and enroll in at least one Cardinal Course.
- Consider making a sustained commitment to public service by declaring your Cardinal Commitment.
- 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.
- Talk to your Stanford Newcomer Guide or advisor about defining and navigating your academic path.
- Drop by the Haas Center BIRC (Rm 108) and chat with an advisor about how to get involved in public service.
- Keep up-to-date on current events and news stories relevant to the issue areas you are passionate about.
- Explore off-campus opportunities with service-focused programs (e.g. Stanford in Washington, Stanford in New York, Stanford in Cape Town).

✓ Refine Your Professional Image
- Attend a resume and an interview lab at BEAM.
- Update your LinkedIn profile to showcase new experiences.
- Maintain a positive, professional online presence.
- Make a profile on Handshake, a platform that enables you to connect with employers, discover opportunities, and schedule appointments with career advisors.

✓ Keep Building Your Network
- Explore potential careers and network with public service professionals at Cardinal Careers Thursday events.
- Develop and maintain relationships with professors and faculty members by dropping by office hours at least twice a quarter.
- Identify a group of advisors and mentors who will be supportive, serve as a sounding board, provide constructive feedback, and advocate for you in your public service career trajectory.
- Ask a classmate with similar service interests to get coffee or lunch.

✓ Plan for a Successful Summer Internship
- Explore hundreds of summer and academic-year opportunities through Cardinal Quarter fellowships and Community Service Work-Study by making an appointment with a Cardinal Quarter advisor.
- 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.