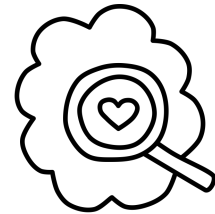


Steps to Finding Public Service Career Opportunities

A Cardinal Careers resource brought to you by the [Public Service Careers Initiative](#); [BEAM, Stanford Career Education](#); and the [Haas Center for Public Service](#).

Pursuing a public service or government career can be deeply rewarding and fulfilling. However, it can also be difficult to navigate your search and to find the resources that will support you in your journey. This guide is designed to provide you with resources for exploration, networking, preparation, and a fruitful search for career opportunities in public service.

Discovery



Choose The Work You'd Like to Explore

What are your priorities for finding meaningful work? What issues matter most to you? What skills do you want to use and build? Take time to self-reflect and explore with the following resources:

- Guide to the [Public Service Job Search by Service Theme](#)
- [Pathways of Public Service](#) – Explore how you can engage with issues you care about.
- [Principles of Ethical and Effective Service](#) – Keep values in mind.
- Check out the [Tools for Career Readiness, Exploration, and Evaluation \(TREE\)](#), [Strong Interest Inventory \(SII\)](#), and [CliftonStrengths assessments](#) to learn more about yourself.
- [Cardinal Careers Newsletter](#) - Subscribe to learn about upcoming events and curated job/fellowship/internship opportunities for Stanford students. Attending events can be a great way to learn more about career paths.
- Schedule an Advising Appointment – A [Cardinal Careers advisor](#) or [BEAM Career coach](#) can help you clarify your skills, core values, and work culture preferences; provide guidance and support; and help to connect you to mentors including employers, alumni, and professors.

Mentors & Networking

Find Mentors and Build Your Network

Relationship-building is an essential step to pursuing any public service career. Since public service organizations often lack robust



hiring systems (e.g. recruitment budgets and staffing), it is crucial to develop a network of students, professors, alumni, and professionals who you can learn from and who can connect you to opportunities. According to [Business Insider](#), over 70% of all jobs are found through some form of networking.

- **Set Up Your [LinkedIn](#) and [Stanford Alumni Mentoring](#) and [Stanford Alumni Association](#) Profiles**

- Create an account in minutes for a variety of networking sites such as [LinkedIn](#) and [Stanford Alumni Mentoring \(SAM\)](#)
- Choose an appropriate profile picture (a photo of your full face with a simple background).
- Be sure to highlight your skills, experience, and interests.
- [Check out this video for key tips on making the most of your LinkedIn profile](#) and [this video for tips on telling your story](#).
- Set up your [Stanford Alumni Association](#) profile to get access to the Alumni Directory and to receive invitations to events based on your geography and interests. To set up your Stanford Alumni Profile, do the following:
 - Visit alumni.stanford.edu and log in (upper right-hand corner). You'll be prompted to sign in to Stanford Pass. If you already have an account, select "My Account." If you do not have an account, you can create one now by selecting "Register."
 - Under My Profile, select "Edit."
 - Make sure your address, email and LinkedIn url are correct and up to date. Save any changes.
 - Select "Professional" and check the Current Positions section; make sure the company name, title, industry, and function fields are complete and up to date.
 - Select "Education" and, if applicable, make sure the "Other degrees" field is complete and up to date. (Students often search for alumni who have degrees from other institutions in addition to Stanford.)
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- **Find Alumni Mentors**

- [Stanford Alumni Mentoring \(SAM\)](#) – Get career advice from an alumni mentor on this platform. There are even template messages you can use to get started (Hint: Click "Say Hello" or "Message Jane Doe" to view and revise these templates).
- Stanford [Alumni Directory Search](#) and [LinkedIn](#) – Navigate from the [Stanford University page on LinkedIn](#) to find Stanford Alumni that work in organizations or

fields you're interested in. Then use the Alumni Directory to find contact information to send them an introductory email, also known as a cold email.

- [Check out this video](#) for more tips on finding and connecting with mentors.

- **Find Peers With Similar Interests**

- [Cardinal Quarter Peer Advisors](#) – Connect with peers that have interned at public service organizations and learn more about their experiences.
- [Student Groups & Haas Staff Connections](#) – Join and reach out to members of student groups that align with your career goals. You can/should also ask Haas Center staff to connect you with students who share your career goals to network.

- **Engage Professionally**

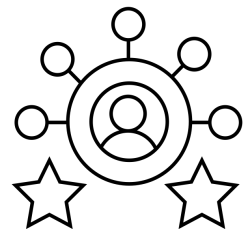
- [Asking to Connect](#) – As a member of the Stanford community, you have access to a robust network of professors, alumni, staff and students who are often willing to share their career experiences and provide advice. This network can be your greatest resource.
- [Informational Interviews](#) – Informational interviews are informal conversations with professionals working in fields or positions you would like to explore. An informational interview gives you the opportunity to both build your professional network and explore career paths and opportunities. They are also a great way to identify and get to know potential mentors. [Click here for steps on requesting an informational interview and making the most of your interaction.](#)
- [Maintaining Professional Relationships](#) – It's very important to maintain professional relationships. After meeting with someone, consider keeping in touch with a brief email every few months to update your mentors on what you are doing, and/or ask additional questions.

Sharing Your Professional Skills with Employers

Prepare Your Professional Documents

Prepare your application materials and practice communicating your skills to employers with these resources:

- [Resume Templates](#) – Organize your professional, academic, and extracurricular experiences well using templates designed by BEAM.
- [Tips for Crafting a Winning Resume](#) – How to make your accomplishments stand out.
- [Building a Resume for USAJobs.gov](#) – Tips for those applying to Federal job postings.



- [Crafting Compelling Cover Letters](#) – How to draft effective cover letters and shape the narrative of your application.

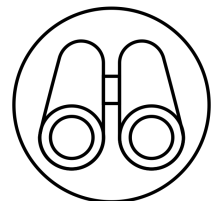
Interview Preparation

- [Interview Practice Questions](#) – Prepare for common interview questions using this list developed by BEAM.
- [Standout](#) – Hone your interviewing skills using this practice platform.

Searching for Opportunities

Begin Your Search

Once you've completed your preparations, it's time to set off. Start exploring options for the first or next stop on your career journey using these resources:

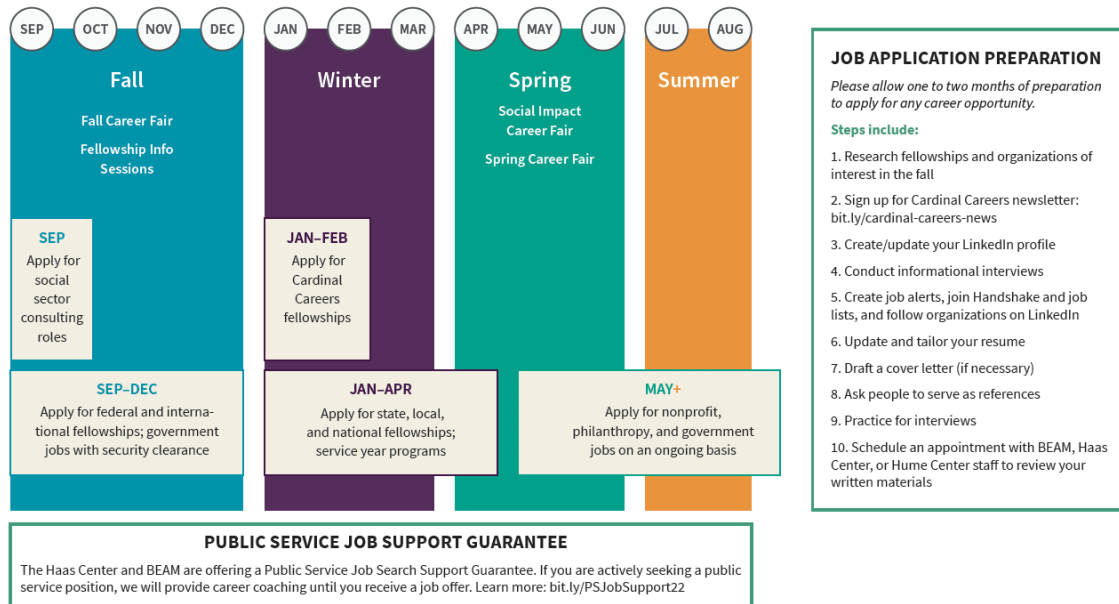


- **Timeline for Public Service Job Applications**

- Familiarize yourself with the typical public service employment search timeline.

Public Service and Social Impact Job Search Timeline

A Cardinal Careers Resource



- **Reaching Out to Your Network**

- After building up your professional network through informational interviews, work experience, and mentoring, you can now reach out to let them know that you are actively seeking internships or full-time work. They may be able to help by connecting you with other people in their network, or know of upcoming opportunities.

- **Stanford-Specific Job and Internship Resources**

- [Handshake](#)
 - [Full-Time: Nonprofit jobs & fellowships for Bachelor's & Masters students](#)
 - [Full-time: Government jobs & fellowships for Bachelor's & Masters students](#)
 - [Internships: Nonprofit internships for Bachelor's & Masters students](#)
 - [Internships: Government internships for Bachelor's & Masters](#)
- [Cardinal Careers Newsletter](#) — Subscribe to our newsletter and receive weekly emails with curated lists of public service job, fellowship, and internship openings with upcoming deadlines. We do your weekly research for you!

- [Cardinal Careers Fellowships](#) – Stanford-exclusive! Apply on campus for full-time, mentored first work experiences in a nonprofit or government organization.
 - [Attend Career Events](#) – Check Handshake for upcoming events at which you can connect with dedicated professionals and learn about different industries, companies, and roles.
 - [Cardinal Quarter](#) – Participate in a public service internship through this Haas-affiliated program.
- **External Public Service Job Search Sites**
 - [Idealist.org](#) – Search for public service jobs and internships on this free social impact-focused job board.
 - [ProFellow](#) – Find summer and post-graduate fellowship opportunities on this free-to-use platform.
 - [USAJobs](#) – The singular platform to apply to all federal government jobs.
 - [Serviceyear.org](#) - For AmeriCorps programs, including CityYear, National Health Corps, FEMA Corps, and many more
 - [Google group - social impact careers job postings](#)
- **General Guidance**
 - [Real World Playbook](#) is a personalized, easy-to-understand guide to help young people navigate decisions around finance, health, work, government, and life. It covers everything you need to know, from filing employer paperwork and income taxes to understanding retirement plans and student loans.
 - Use the code STANFORD2020 to enjoy one year of free membership.

You Can Do It!

These resources are here to support you, not only for your next destination but also for a lifetime of meaningful work and personal growth. To discuss any part of this sheet or get personalized support in pursuing meaningful public service work, please sign up for [Cardinal Careers Advising](#).

