



## 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](#).

