



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.

