



## 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](#).

