



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.

