Yale *Office of Career Strategy*

"Career Strategy Workbook: Rubrics and Worksheets"

Yale College

Contents

Welcome to the Office of Career Strategy at Yale's Workbook!

The following pages are filled with Rubrics and Worksheets to assist you career exploration and your job/internship search. Its purpose is to:

- guide you through the many resources in and opportunities through the Office of Career Strategy;
- help you maintain a running checklist of your career strategy progress;
- support you in understanding your values, interests, and skills, and translating those to networking and interviewing opportunities;
- provide a framework for meetings with Career Strategy advisors and your overarching job/internship search.

Start by saving this PDF to your desktop or (even better) a folder dedicated to your career exploration and your job/internship search, as you can come back and update it as needed. You can also print it out and keep a hard copy.

As you review each section, make notes to yourself about specific areas or questions you'd like to explore further with a Career Strategy advisor. Don't forget to make an appointment any time through Yale Career Link.

Sincerely,

The Office of Career Strategy

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Getting Started

Introductory: Where do I start? What industries are right for me? What can I do with my degree?

Familiarize yourself with **Yale Career Link**. Use the guidebook located in the Resources → Document Library section to get started.

Read through the **Values, Interests, and Skills** section of this workbook. Make a list of **3-5 interest** areas and how you can pursue them within an experience (e.g. internships, Study Abroad, short-term projects, Fellowships, on-campus jobs, Yale Summer Session). Additionally, familiarize yourself with the Career Decision-Making Process. Use Roadtrip Nation to access 5,000+ informational interview videos and discover career pathways aligned with their unique ambitions and skills.

Explore industries, internship and job search tools, using the External Career Resources.

Craft your **first college resume**: overall tips, tips for Undergraduates (including sample resumes and resume action verbs). Get it reviewed via our Online Resume Review: ocs.resumereview@yale.edu (5-day turn around).

Check your online presence, remove unprofessional content, and build your LinkedIn profile (also see the **Building Your LinkedIn Profile** section in this workbook).

Like the Office of Career Strategy **Facebook page**, and follow us on Instagram.

Read the Office of Career Strategy **Newsletter** every Friday.

With any student organization you are a part of, request an OCS workshop. Also, attend relevant employer events, including **information sessions**, and **networking/industry events** (sign up for upcoming events in Yale Career Link).

Intermediate: I know what I am interested in, but how do I identify employers? How do I create a professional network?

Revise your college resume. Include your most recent summer and academic experiences (e.g. internships, study abroad, research, and new roles/responsibilities in your organizations). Get feedback on this new version using the online resume review service: ocs.resumereview@yale.edu.

Continue to **expand your LinkedIn profile,** connect with classmates, professors, and administrators to grow your professional network, and join LinkedIn groups that align with your interests and background.

Sign up for panlists/listservs from student organizations that align with your interests as employers will come to campus as guest speakers through the invitations of student organizations. Also read the weekly **Office of Career Strategy Newsletter**.

Reflect on, and reassess, your Values, Interests, and Skills. Which did you enjoy exercising this past summer/academic year? Create a list of the interests you would like to explore and the skills you would like to exercise next.

Deepen your knowledge of **key employers** within your various interest areas (healthcare, marketing, programming, etc.) by generating a target employer list of 10-15 organizations/companies that interest you most; also identify organization/company competitors to expand this list. Use the Yale Career Link employer directory, External Career Resources, Peer Networking Lists, & other resources to craft this list. Find out if these employers will be visiting campus this year for info sessions/recruiting.

Identify available positions at these organizations through resources such as Yale Career Link, Indeed.com, and employers' hiring pages.

Schedule your **weekly internship search time** (e.g. Fridays, 10-12; Saturdays 1-3) and mark it on your calendar. Keep track of employers, links to hiring pages, employer contact information and submitted applications in an excel spreadsheet (see the **Job Search Tracking** section).

Use your existing **personal network** (peers, family, etc.) to identify individuals who currently or formerly worked in any of your interest areas or at your key employers for an informational interview. Reach out to them to learn more about these organizations, how they obtained positions within these organizations, and any advice they have on the process.

Continue to read the OCS Newsletter and attend relevant OCS workshops, information sessions, and networking/industry events (see upcoming events in your Symplicity account).

Advanced: I'm looking to expand my existing professional network and begin applying to positions!

Using **industry-wide resources** (such as GoinGlobal, CareerBeam, and Vault) and **industry-specific resources** (such as GoGovernment.org, Guidestar.org, and engineeringjobs.com) via External Career Resources. Keep in mind the differences between job function and industry. For example, students interested in computer programming (job function) might be interested in working in Technology, Finance, or Education (industry).

Create and use a **job alert** in Yale Career Link**,** and at least 2 other job search sites (e.g. Idealist.org, Indeed.com).

Update your target employer list, identifying an additional 10-15 organizations/companies that interest you most; also identify organization/company competitors to expand list.

Identify 5 contacts to conduct informational interviews with using Office of Career Strategy and Yale-specific resources: Yale Career Link (Employer Directory, Peer Networking Lists) and the **Yale Career Network**. Expand list by 5-10 each month.

Using Excel, **keep track of your** informational interviews by including details on your contacts and organizations: names and contact information (phone, email), date of conversation, interesting points from conversation, establish date for follow up, and also list your skills/experiences that align with the organization for your own reference.

Sign up to receive notifications/newsletters from employers that interest you. Follow them on social media.

Familiarize yourself with different interview types (behavioral, case/technical, Skype, and in person).

Continue to read the OCS Newsletter and attend relevant OCS workshops and employer events (information sessions and networking/industry events). See upcoming events in Yale Career Link!

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Values

What did I like most or least about the past experiences (e.g. part-time jobs, volunteer work, student organization positions) that I have had?

What makes my life and work meaningful and purposeful?

Where have I found inspiration in the past?

Whose work do I admire? Why?

Interests

Which classes am I most interested in engaging with?

What are the common themes in the clubs/organizations I am a part of?

When I'm surfing the web, talking with my friends, or selecting books to read for pleasure, which topics catch my attention?

Which types of news stories cause me to ask more questions based on my intellectual curiosity?

Skills

Which courses do I have a natural knack for understanding the material?

Where have I found success that speaks to my authentic self?

What do my friends/family members say I do well?

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Your Top 5 Values, Interests, and Skills

In addition to the items listed, feel free to input additional values, interests, and skills not listed on the next page.

<table>
<tr><th>Values</th><th>Interests</th></tr>
<tr><td>Advancement/Achievement</td><td>Advising Others</td></tr>
<tr><td>Adventure and Taking Risks</td><td>Business-related endeavors</td></tr>
<tr><td>Autonomy</td><td>Community Service</td></tr>
<tr><td>Community</td><td>Creative Production</td></tr>
<tr><td>Creative Expression</td><td>Cultural Experiences</td></tr>
<tr><td>Diversity</td><td>Developing Interpersonal Relationships</td></tr>
<tr><td>Environmental Conservation and Sustainability</td><td>Entrepreneurship</td></tr>
<tr><td>Family</td><td>Environmental Conservation/Sustainability</td></tr>
<tr><td>Helping Others</td><td>Event Management</td></tr>
<tr><td>Honesty and Integrity</td><td>Fashion/Magazines</td></tr>
<tr><td>Influencing Others</td><td>Healthy Living</td></tr>
<tr><td>Leadership</td><td>Law and Legal Practices</td></tr>
<tr><td>Learning and Education</td><td>Literature</td></tr>
<tr><td>Making a Difference</td><td>Media Participation</td></tr>
<tr><td>Moral Fulfillment</td><td>Musical Performance</td></tr>
<tr><td>Power</td><td>Organizing and Planning</td></tr>
<tr><td>Money</td><td>Political Participation</td></tr>
<tr><td>Partnering with Others</td><td>Programming</td></tr>
<tr><td>Personal/Professional Life Balance</td><td>Project Management</td></tr>
<tr><td>Prestige</td><td>Research</td></tr>
<tr><td>Service to Others</td><td>Role Playing</td></tr>
<tr><td>Social Interaction</td><td>Science</td></tr>
<tr><td>Traveling and Cultural Exchange of Ideas</td><td>Sports</td></tr>
<tr><td>Variety of Tasks</td><td>Teaching</td></tr>
<tr><td>Working Alone</td><td>Writing and Editing</td></tr>
</table>

Skills

Analytical & Technical
Budgeting & managing finances
Quantitative
Synthesizing
Interpreting data
Assembling
Mechanical abilities
Programming
Researching
Reasoning
Repairing
Analyzing

Communication/Interpersonal
Advising
Providing constructive feedback
Editing
Persuasive Speaking
Interpersonal communication

Public Speaking
Explaining concepts
Facilitating discussions
Languages/translating
Negotiating
Listening
Mediating
Writing
Teaching/training
Coaching

Managerial/Leadership
Directing
Making decisions
Delegating
Influencing
Dealing with Pressure
Comfort with ambiguity
Strategizing
Mentoring

Team building
Motivating others
Problem solving
Adapting to change

Planning/Administrative
Coordinating and arranging events
Planning and organizing
Implementing
Expediting
Improvising

Creative/Design
Photography
Performing
Drawing/Sketching
Visualizing
Conceptualizing
Designing

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Values:

1. _____
2. _____
3. _____
4. _____
5. _____

Interests:

1. _____
2. _____
3. _____
4. _____
5. _____

Skills:

1. _____
2. _____
3. _____
4. _____
5. _____

Taking Note – an additional exercise to focus in on your values, interests, and skills:

List relevant companies, volunteerism, recognition/awards that distinguish you

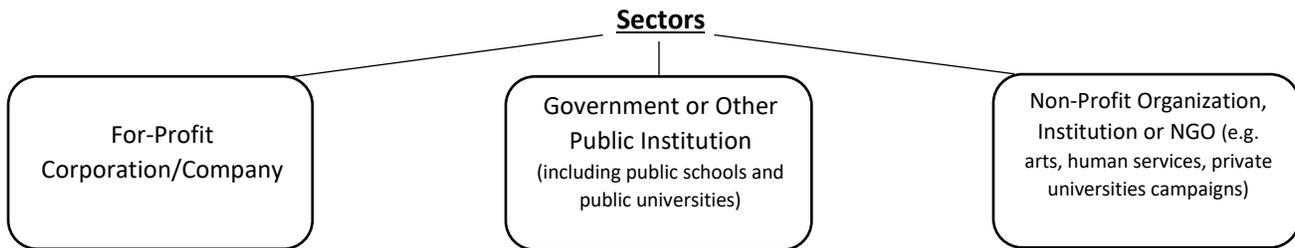| |
|---|
| |

List relevant projects and their results

"I really enjoy working in…" (Industries, team characteristics, etc.)

"I have focused on…" (Skills, capabilities, strengths, etc.)

"I am interested in…" (Increasing expertise, expanding network, etc.)

Connecting Your Values, Interests, and Skills to Sectors and Industries

Explain/define different sectors, industries, and job functions. Connect your values/interests/skills – how would these suit you well in these sections/industries/functions.

Sectors

For-Profit Corporation/Company

Government or Other Public Institution
(including public schools and public universities)

Non-Profit Organization, Institution or NGO (e.g. arts, human services, private universities campaigns)

Industries	**Job Functions**
Architecture/Design/Urban Planning	Accounting/Auditing
Communications/Marketing/Advertising/PR	Administrative/Support Services
Community Organizations Advocacy/Social Services	Advertising/Public Relations
Consulting	Architecture
Consumer Products/Retail	Broadcasting
Education (including University research positions)	Business Development
Energy/Oil and Gas/Power	Consulting
Engineering	Engineering
Entertainment/Film/Television	Film Production
Environment	Finance
Finance/Insurance/Real Estate	Fundraising/Development
Fine & Visual Arts	Graphic Design
Food Systems	Health Services/Healthcare
Foundations	Human Resources/Recruiting
Government (including local, state, federal, and military service)	IT Technical Support
Healthcare/Medical/Pharmaceutical	Laboratory Research
Hospitality	Law
Industrial/Manufacturing	Library Science
International Development	Marketing/Product Management
Law/Legal Services	Ministry
Political Campaigns	Operations/General Management
Professional Sports	Outdoor Education
Publishing/Media/Journalism	Performance – Dance/Music/Theater
Religious Institution	Programming/Software Development
Social Enterprise/Economic Development	Project Management
Technology	Sales
Theatre & Performing Arts	Sustainability/Social Responsibility
Think Tank	Teaching/Curriculum Development
	Writing/Editing

Next Steps: Identify and Research Options

Note below the top three sectors, industries, or job functions that you would like to learn more about. Consider ways to gain knowledge and connect with people experienced in the field, including conducting online research, informational interviews, and job shadowing. Consult with an OCS advisor to discuss additional resources for career exploration.

1. _____   2. _____   3. _____

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Take Action!

There are several opportunities for students to explore different industries and job functions.

- ❖ **Talk to people**: Find alums using the Yale Career Network; Conduct Informational Interviews; Ask peers how they're engaging – any contacts to share?
- ❖ **Do the tasks**: Participate in a Yale Trek (job shadowing program); Volunteer at an organization that will expose you to job functions/industries that interest you at this point; Apply for internships
- ❖ **Don't miss out on what's right in front of you**: Conduct research on campus; Design and problem-solve at the CEID (Center for Engineering Innovation and Design); Join clubs/organizations
- ❖ **Beyond campus**: Study/Research Abroad – there are some nationally-competitive award programs that may help get you to where you need to go; Apply for fellowships that will support experiences related to your career interests

Which three actions will you take first?

1. _____   2. _____   3. _____

Reevaluate After Experience

What is your initial reaction to the career field after your interview/shadowing experience?

What appealed to you about the field? What didn't appeal to you? List the pros and cons.

Did any information surprise you? Did you learn something about the field that you didn't know before? Does this new knowledge impact your opinion of the career field?

What skills, knowledge or experience will you need to be competitive for entry in this field? Are you interested enough in the field to develop these skills or knowledge?

Are you willing to put in the necessary effort to be successful and advance in the career? Is your interest sustainable or fleeting?

Consider what you learned about yourself through the self-assessment process, your interests, skills, personality and values. Are there aspects of the career that fit better than others?

Do you think you would be satisfied in this field or position? Why or why not?

How much adapting will be necessary for you to be satisfied in this career area? No career is going to be a 100% perfect match; with all careers there are aspects that aren't going to be exactly what you want, but is the percentage of less desirable components at an acceptable level or will it impact your long-term satisfaction?

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This rubric serves as a guide to the elements regarded as common and essential to a successful resumé; OCS offers further guidelines and examples. If you have other questions regarding your resume, please attend Drop-in Hours.

Feedback Category	General Recommendations	My Notes
Formatting and Layout	• Font size between 10-12 points • Standard, easy-to-read font (e.g. Times New Roman, Helvetica, Garamond) and layout (remember that the average reader spends only 20 seconds on your resume) • Margins no smaller than 0.5inch • Resume to fit on one page • Black and white unless you are sure the prospective employer has a color printer • Bold, italics, bullets to be used *in moderation* • Be consistent with: font size, underlining, spacing, indents, emboldening, date formatting, spelling • Check spelling and grammar; avoid contractions, abbreviations, and slang. Do not use pronouns. • Use reverse chronological order • Send as a PDF where possible to ensure that your formatting does not shift; check that your resume looks acceptable on small tablet and phone screens	
Contact Information	• Make sure your information is accurate/up-to-date and that your name is prominent • Give all contact information: phone, Yale email address, Yale postal address (consider using both Yale and permanent addresses if the job for which you are applying is in your home state) • Do not provide personal information, e.g., age, marital status, religion	
Education	• For recent grads, this will be the first section of your resume; list your Yale degree first and your high school education second. If you have studied abroad, you may also list that in this section • Include the degree you are pursuing, your major, and anticipated graduation date. If unsure of your major, you may simply state your degree and anticipated graduation date (i.e., Bachelor of Arts, expected May 2014) • You may choose to list your senior thesis or project, 'Relevant Coursework' if you have classes related to the job for which you're applying, and/or select 'Honors and Awards' • Include GPA if 3.5 or higher (note that some companies will request that you include it)	

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Feedback Category	General Recommendations	My Notes
Experience— **Consider the following subheadings:** 1. **Work Experience** 2. **Research Experience** 3. **Activities and Leadership**	• You can include general experience and activity headings (e.g. 'Work Experience') or targeted headings that are specific to the jobs for which you're applying (e.g. Journalism Experience; Research Experience in Biology; Community Involvement & Mentoring) • In the descriptions under each work experience, highlight the skills you attained, the duties you fulfilled, and your results (quantify these when possible) • Start descriptions with action verbs that highlight your transferrable skills; when possible, those skills should align with those listed in the job description • If you are using bullets, each work experience should include no more than 3-4 bullets; the length of each bulleted sentence should be no more than 1-2 lines • For experiences that happened in the past, use the past tense (e.g. conducted or developed) • For experiences that are happening in the present, use present simple tense (e.g. create) – **do not** use present continuous tense (e.g. creating) • When possible, avoid using jargon unless the jargon is relevant to the position • Think carefully about the amount of detail you give — make sure to avoid excessive information • 'Work Experience' does not have to be paid experience	
Languages and Skills	• Licenses and certifications • Languages – put your level of fluency (e.g. proficient, advanced, fluent, native) • Programming Languages & Computer Skills - Include specific software you've used (e.g. statistical analysis software, communications/media software, video editing) • Activities that are meaningful and required significant commitment • Personal Interests – Consider listing specific interests that could be great conversation starters during an interview and/or show additional qualifications for the position for which you're applying (e.g. investing, yoga, photography, cooking)	

Communication Skills

Addressed
Advertising
Amplified
Arranged
Authored
Bridged
Broadened
Canvassed
Cautioned
Challenged
Clarified
Collaborated
Composed
Considered
Consulted
Contacted
Conveyed
Convinced
Counseled
Corresponded
Defined
Directed
Discussed
Drafted
Edited
Enlisted
Explained
Expressed
Framed
Forged
Formulated
Incorporated
Influenced
Informed
Interacted
Involved
Marketed
Mediated
Negotiated
Observed
Outlined
Presented
Promoted
Proposed
Publicized
Questioned
Recruited
Reviewed
Scrutinized
Solicited
Spoke
Summarized
Synthesized
Wrote

Creative Skills

Accentuated
Acted
Adapted
Articulated
Combined
Composed
Customized
Described
Diagramed
Displayed
Designed
Developed
Directed
Drew
Entertained
Established
Exhibited
Fashioned
Formulated
Founded
Generated
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Pioneered
Planned
Played
Recorded
Remodeled
Revamped
Revised
Shaped
Solved

Financial Skills

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Bought
Budgeted
Calculated

Capitalized
Closed
Computed
Corrected
Determined
Estimated
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Reconciled
Reduced
Researched
Sold
Solicited

Helping Skills

Accompanied
Adapted
Adjusted
Advised
Advocated
Aided
Amended
Applied
Arranged
Assessed
Assisted
Attended
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Enabled
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Partnered
Prepared
Prevented
Provided
Referred
Rehabilitated

Represented
Resolved
Served
Simplified
Staffed
Supplied
Supported
Volunteered

Management Skills

Achieved
Acquired
Administered
Analyzed
Anticipated
Appointed
Approved
Assigned
Authorized
Awarded
Blocked
Certified
Chaired
Changed
Charted
Contracted
Controlled
Converted
Coordinated
Decided
Decreased
Delegated
Designated
Developed
Eliminated
Enforced
Enhanced
Established
Executed
Expanded
Finalized
Generated
Handled
Headed
Hired
Hosted
Incorporated
Increased
Initiated
Instituted
Led
Managed
Merged
Navigated
Organized

Originated
Overhauled
Oversaw
Planned
Plotted
Predicted
Presided
Prioritized
Produced
Qualified
Recommended
Recognized
Reviewed
Scheduled
Secured
Selected
Streamlined
Stimulated
Strengthened
Supervised
Terminated

Organizational Skills

Administered
Adopted
Advanced
Allotted
Arranged
Assessed
Blended
Catalogued
Categorized
Centralized
Classified
Collected
Compiled
Consolidated
Corrected
Corresponded
Distributed
Earned
Executed
Filed
Forged
Formalized
Generated
Inspected
Lobbied
Maintained
Mapped
Monitored
Operated
Organized
Prepared
Processed

Proved
Purchased
Recorded
Registered
Reorganized
Responded
Reviewed
Settled
Scheduled
Screened
Sought
Submitted
Supplied
Standardized
Systemized
Targeted
Updated
Verified

Research Skills
Analyzed
Cited
Classified
Co-authored
Collected
Compiled
Conducted
Critiqued
Detected
Diagnosed
Discovered
Dissected
Evaluated
Examined
Executed
Experimented
Explored
Formulated
Gathered
Innovated
Inspected
Invented
Investigated
Located
Measured
Researched
Reviewed
Solved
Studied
Summarized
Surveyed
Systemized
Tested

Teaching Skills
Adapted
Advised
Coached
Communicated
Conducted
Coordinated
Critiqued
Cultivated
Developed
Devoted
Evaluated
Explained
Facilitated
Focused
Fostered
Graded
Guided
Individualized
Informed
Inspired
Instilled
Instructed
Interacted
Mentored
Motivated
Persuaded
Simulated
Taught
Tested
Trained
Translated
Transmitted
Tutored

Technical Skills (Applied)
Assembled
Built
Conserved
Constructed
Converted
Designed
Determined
Developed
Engineered
Enhanced
Fabricated
Implemented
Improved
Inspected
Installed
Overhauled
Programmed

Regulated
Remodel
Repaired
Restored
Serviced
Specialized
Specified
Standardized
Studied
Upgraded
Utilized

Review each section in this list of sample resume action verbs. Circle 5 in each section that you can use in your resume. Update your resume by incorporating stronger verbs that describe your work and accomplishments and send it to ocs.resumereview@yale.edu.

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LinkedIn is the premier professional networking site and is a tool for establishing a professional online image and network. Follow these steps to learn how to develop your LinkedIn Profile

Set Up Your Profile
- **Professional "Headline"**: After your name, this is the first line viewers will see. Try to go beyond simply putting "student" in your headline.
  - Examples: Marketing Intern at Teach for America/ Yale University Senior/Graduate Student; Yale University Senior Seeking Digital Advertising Positions; Aspiring Screenwriter and Junior at Yale University; Junior Environmental Studies Major at Yale University
- **Photo**: This is the first image a viewer will have of you. Be mindful of the image you want to project and be sure that it is appropriate for the audience who will be viewing it.
- **LinkedIn URL**: Claim your personalized URL.
- **Summary**: Use this section to highlight your key work experience and accomplishments.
- **Experience**: This should include experiences that are relevant to your career goals. You can include activities and leadership roles in this section. Give a brief description of your position, the dates you worked, and the name of the organization at which you worked (similar to what you have on your resume).
- **Education**: Include, in reverse chronological order, Yale and any other schools or programs.
- **Additional Sections & Information**: You can choose to add additional sections to your profile or incorporate this information in your education, experience of summary sections:
  - **Sample Additional Sections**: Languages, volunteer experiences, courses, certifications, publications, honors & awards, personal website, groups and associations, interests, skills and expertise
  - **Applications**: LinkedIn Applications enable you to enrich your profile. Available applications include Creative Portfolio Display, Blog Link, WordPress, Company Buzz

Join Groups
Join as many LinkedIn groups as are of interest to you. You will be included in periodic emails from these groups, and be able to ask questions of and reply to questions of others in the group.
- **Sample Yale & Ivy Groups**: STAY, Yale University Alumni, Association of Yale Alumni, Yale Office of Career Strategy, IvyLife Groups, Ivy League Alumni, Creative Yale Alumni Network
- **Industry & Interest Groups**: There are groups for every industry and interest area. Use the Search tool to identify ones that fit your interests.

Populate Your Profile with Connections
The bigger your network, the easier it will be to connect to others in a broad variety of fields and locations. Start by searching for people you already know in the Advanced Search section and sending them an invitation to connect. Make sure to customize your invitation. Potential people to include in your network are: friends, relatives, high school and college classmates, Yale classmates, current and former professors or teachers, co-workers, and supervisors.

It's best to connect only with people you know and/or have met in person. Most people won't accept an invitation to connect from someone they've never met. LinkedIn can be used in the same way as the Yale Career Network to build your network and develop contacts with people in career fields of interest. Use the Advanced Search tool to find people and ask for an information interview to learn more about them and their career path. After you've had a chance to get to know them you can ask to connect. Online networking is a supplement (not a replacement) to in-person relationship building.

<u>Develop Your LinkedIn Summary</u>
Summarize your experiences and goals. Who are you, what direction are you going? Include specialties and skill. Keep it concise, specific, and rich with keywords.

Template 1

I have dedicated my undergraduate/graduate studies to _____ with a focus on _____. In studying _____ as well as taking a range of _____ and _____ classes, I have been able to develop my _____ and _____ skills. Courses outside my major have allowing me to explore other interests in _____, _____, and _____. I am looking for opportunities in _____ that will allow me to combine my strengths/background in _____ and _____.

Template 2

I am a _____ at Yale University majoring/specializing in _____ and particularly interested in _____. I have experience working in/with/for _____ and _____, as well as _____. I am looking for opportunities to apply my strengths in _____ and _____ to _____.

Template 3

I have devoted my studies to _____ and am seeking employment in the following areas: _____ and _____. My work as a _____ and _____ complemented my academic coursework and Yale University and allowed me to develop an in-depth understanding of _____. I am excited to apply my strengths in _____ and _____ to the field of _____.

Job/Internship Search & Networking

Use this guide to help you keep track of the details of your job search, including companies of interest, job applications, and networking conversations (students often use Excel or Word tables to do this).

COMPANIES OF INTEREST

Explore and generate a list of companies at which you would be interested in working. For each company, consider including the following pieces of information:

- Company name
- What they do
- What differentiates the company from others in their field
- Why you are particularly excited about this company
- If you apply to a job, what skills would you emphasize?
- The company's hiring timeline
- What, if any, networking contacts do you have at this company? If you had a conversation with them, what did you talk about?

JOB APPLICATIONS

Generate a list of jobs for which you are planning to apply. For each job, consider including the following pieces of information:

- Company name
- Position title
- Main skills required for the job
- Deadline to apply and materials needed
- Date you applied
- When you expect to hear back
- Any network contacts you have and details of conversations you may have had

NETWORKING CONTACTS

Using things like the Yale Career Network, LinkedIn, and Office of Career Strategy information sessions, create a list of networking contacts at companies you are particularly interested in. For each person, consider including the following pieces of information:

- Name (include both full name and preferred name)
- Company
- Position Title
- How did you find this person (e.g. LinkedIn, they spoke at a Yale information session)
- If you had an informational interview with the person, what did you talk about? What are some highlights of the conversation?
- What tips, if any, did they give you regarding your application to this company?
- Did you send a thank you to them following your conversation? Did you include any materials they asked you to send them?

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Part I – Opening: I'm a [class year] at Yale studying [major] with a particular interest in [X industry]

Part II – Motivational Story: Tell a *short story* about *why* you first became interested in this area of work. Begin with a phrase like, "I first became interested in this industry when…" Remember that a story includes a protagonist who faces a challenge/new situation and makes a choice that results in an outcome.

Part III – Relevant Academic Work: *What* classes or academic projects did you do while at Yale that helped you build your knowledge and skills for this industry? Mention your senior thesis if it's related.

Part IV – Supporting Experiences: What two *supporting experiences* have helped you further develop your skills that would be useful for this job? Consider items such as internships, research experiences, student leadership positions, sports team participation, working for the Yale Daily News, and other student employment.

Part V – Closing: Taken together, write one sentence that conveys how your story, academic background, and supporting experiences would make you a *good fit for a job* with a particular company OR something about that company that is particularly *exciting to you* along with a *series of questions* that you might ask an employer.

The National Association of Colleges and Employers have identified seven core competencies students need to transition successfully into the workplace. Below are the seven competencies as listed here. *Use these as guidance when preparing for interviews or networking situations. This is also a way in which you can articulate your transferrable skills when your major doesn't seemingly match your career aspirations.* In the text box following each competency, identify 2-3 specific ways in which you've demonstrated the skill(s).

1. **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

2. **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

3. **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

4. **Information Technology Application:** Select and use appropriate technology to accomplish a given task. The individual is also able to apply computing skills to solve problems.

5. **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

6. **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

7. **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Interview Preparation

Complete this grid by highlighting examples of situations in which you developed and utilized certain skills. Along the top, list key experiences where you gained a variety of skills (e.g. internships, academic projects, leadership positions). Down the side, list common skills needed in the workplace (e.g. communication, teamwork, analytical abilities, problem-solving); note that these can be pulled directly from job descriptions. In the body of the grid, highlight examples where you developed/exemplified these skills (e.g. experience managing a team in your student organization). These examples can be developed into accomplishment stories following the STAR method (**S**ituation, **T**ask, **A**ction and **R**esult) – see second page for details.

	Experience #1	Experience #2	Experience #3	Experience #4	Experience #5
Skill #1					
Skill #2					
Skill #3					
Skill #4					
Skill #5					
Skill #6					
Skill #7					
Skill #8					

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Take the examples you highlighted in the grid and develop them into accomplishment stories using the STAR method (**S**ituation, **T**ask, **A**ction and **R**esult). Accomplishment stories, which illustrate how you've developed and used particular skills, are typically used in behavioral interviews in response to a question like, "Give me an example of a time when you managed a team" or "Tell me about a challenge you faced and how you solved the problem."

SITUATION:

TASK:

ACTION:

RESULT:

How prepared are you for your upcoming interview(s)? Use this guide to evaluate your readiness and follow up with an Office of Career Strategy advisor to help you with the rest.

MOTIVATIONAL STORY
I can tell a story about who I am and why I am interested in this job/internship/industry
    Yes!   Sort of   No – I need help!

My story highlights my education and relevant internship/job experiences
    Yes!   Sort of   No – I need help!

My story is actually a story (i.e. there is a challenge, choice, outcome or a situation, action, and result)
    Yes!   Sort of   No – I need help!

My story includes at least one reason that describes why I am interested in this particular organization
    Yes!   Sort of   No – I need help!

ACCOMPLISHMENT STORIES & SKILLS
I have identified transferable skills relevant to my targeted functional area/the position description
    Yes!   Sort of   No – I need help!

I can provide concrete examples to demonstrate my skills (i.e. accomplishment stories)
    Yes!   Sort of   No – I need help!

I have practiced telling my accomplishment stories out loud
    Yes!   Sort of   No – I need help!

I have looked at a set of behavioral mock interview questions and can generally answer them
    Yes!   Sort of   No – I need help!

PREPARATION
I can demonstrate knowledge of my targeted industry and have read up on current trends
    Yes!   Sort of   No – I need help!

I can demonstrate knowledge of my targeted function and relate examples from my own experiences
    Yes!   Sort of   No – I need help!

I have reviewed the organization's website and materials, gone to campus information sessions (if applicable), and talked to Yale alumni who work(ed) there (if applicable) in preparation for my interview
    Yes!   Sort of   No – I need help!

PRESENTATION/POISE
I am comfortable with my non-verbal presentation (e.g. professional appearance, eye contact, body language)
    Yes!   Sort of   No – I need help!

I am comfortable with my verbal presentation (e.g. speaking in an articulate manner, using an appropriate tone of voice, conveying interest and enthusiasm, remaining composed when challenged with tough questions)
    Yes!   Sort of   No – I need help!

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