

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

- Familiarize yourself with [Yale Career Link powered by Symplicity](#). Use this [guidebook](#) to get started.
- Read through the [Career Decision-Making Guidebook](#) to reflect on how your **values, interests, and skills** are integrated into various industries and job functions. Your [Individual Development Plan](#) (for those in the Sciences) and/or our [Career Assessment tools](#) can also assist in this process. Make a list of 3-5 **interest areas** (e.g. healthcare, marketing, programming, etc.) and identify how you've exhibited interest in these areas in the past (through past research, internships, clubs, etc.).
- Further explore these industries and identify potential employers using the [Explore Careers](#) page.
- Craft your **professional resume** or [edit your curriculum vitae](#) into a functional & professional resume: [Sample Resumes](#), [Action Verbs](#). Use our Online Resume Review Service: ocs.resumereview@yale.edu (5-day turn around).
- Check your online presence, remove unprofessional content, and [build your LinkedIn profile](#).
- Read the **Office of Career Strategy Newsletter**, sent out every Sunday.
- Attend relevant OCS **workshops, information sessions, and networking/industry events** (see upcoming events via the calendar in your Yale Career Link account as well as our newsletter).

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

- Craft your **professional resume** or [edit your curriculum vitae](#) into a functional & professional resume: [Sample Resumes](#), [Action Verbs](#). Be sure to include a thorough summary of your professional background (e.g. internships, extracurriculars, research, and new roles/responsibilities in your organizations). Submit this new revision to our Online Resume Review Service: ocs.resumereview@yale.edu (5-day turn around).
- Continue to [expand your LinkedIn profile](#), connect with classmates, professors, former colleagues, and administrators to grow your professional network, and join LinkedIn groups that align with your interests and background.
- Sign up for panelists/listserv 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 using the [Career Decision-Making Guidebook](#). 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 (e.g. 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 [Yale Career Link](#), [CareerInsider](#), [CareerBeam](#), and 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 job search time** (e.g. Fridays, 10-2; Saturdays 1-3) and mark it on your calendar. Keep track of contact information and submitted applications in an excel spreadsheet.
- Use your **personal network** (current & former colleagues, peers, family, etc.) to identify individuals who currently or formerly worked in any of your interest areas or at your key employers. [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.

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, all found [here](#)) and **industry-specific resources** (such as GoGovernment.org, Guidestar.org, and engineeringjobs.com). Keep in mind the differences between job function and industry as you seek out opportunities. For example, students interested in computer programming (job function) might be interested in working in Technology, Finance, or Education (industry).
- Create and use a **saved search** in [Yale Career Link](#), and at least 2 other job search sites (e.g. Idealist.org, Indeed.com).
- Update & expand your target employer list, identifying an additional 10-15 organizations/companies that interest you most; also identify organization/company competitors to further 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.
- Familiarize yourself with [different interview types](#) (behavioral, case/technical, Skype, and in person).
- Practice interviewing w/ [Yale Career Link's](#) mock interview module & continue to read the OCS Newsletter and attend relevant OCS workshops, information sessions, and networking/industry events (see upcoming events in your Yale Career Link account).