

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

- Familiarize yourself with [Yale Career Link](#). Make an appointment with an [OCS advisor](#).
- Review our career decision-making process materials and reflect on how your [values, interests, and skills](#) are integrated into various industries and job functions. Use your [Individual Development Plan](#) (for those in the Sciences) and/or [ImaginePhD](#) account to assist in this process.
- Make a list of 3-5 interest areas and identify how you've exhibited [interest or skills](#) in these areas in the past. Further explore these industries and identify potential employers using [Career Communities](#) and the [Resource Database](#).
- Craft your [professional resume](#) or edit your curriculum vitae into a professional resume: view sample resumes and leverage Action Verbs to tell your story. Use the Online Resume Review Service: ocs.resumereview@yale.edu (5-day turn around).
- Check your online presence, remove unprofessional content, and [build your LinkedIn profile](#).
- [Personalize](#) your Office of Career Strategy Newsletter, which goes out every Monday.
- Check out the OCS Podcast "[Take This Job and Love It](#)" available on iTunes with episodes focusing on numerous topic areas to demystify the job search process.
- With any student organization you are a part of, [request an OCS workshop](#). Also, attend relevant [events](#), including information sessions, and networking/industry events.

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

- Update your [professional resume](#) or edit your curriculum vitae. 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 ocs.resumereview@yale.edu.
- Continue to [expand your LinkedIn profile](#), connect with classmates, professors, former colleagues, and administrators to grow your professional network, join LinkedIn groups that align with your interests and background, and follow employers of interest.
- Sign up for newsletters from student organizations, professional associations, and/or employers that align with your interests. Continue to read the weekly [Office of Career Strategy Newsletter](#).
- Reflect on your [Values, Interests, and Skills](#). Which did you enjoy exercising this past summer/academic year? Use this time to confirm or reassess. 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 by generating a target employer list. Generate a list of 10-15 organizations/companies that interest you most; also identify organization/ company competitors to expand this list.
- 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 and mark it on your calendar. [Keep track of employers](#), links to hiring pages, employer contact information and submitted applications in an excel spreadsheet.
- Use your existing [network](#) (peers, past supervisors, 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 their career and role, their organization, how they obtained positions within the field, and any advice they have on the process.

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

- Use industry-wide ([GoinGlobal](#) and [Career Vault](#)) and industry-specific resources in the [Resource Database](#). Keep in mind the differences between job function and industry. For example, students interested in 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, LinkedIn).
- Update your [target employer list](#), identifying an additional 10-15 organizations/companies that interest you most; also identify organization/ company competitors to expand your list.
- Identify 5-10 contacts to conduct [informational interviews](#) with using Office of Career Strategy and Yale-specific resources: [Yale Career Link](#) (Employer Directory, [Peer Networking Lists](#)) and [Cross Campus](#). Expand list by 5-10 each month.
- [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 LinkedIn.
- Familiarize yourself with different [interview](#) types (behavioral, case/technical, virtual, and in-person). Practice interviewing with Big Interview, accessible via [Yale Career Link](#) (in the My Shortcuts section on your homepage).