Introduction: 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.
- Use the Values, Interests, and Skills worksheet. 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.
- Participate in Designing Your Career @ Yale. Open to sophomores, juniors, and seniors. All upcoming workshop dates and application information are listed on the OCS website.
- Explore industries, internships, and job search tools, using the Career Communities on the OCS website.
- Craft your first college resume: the OCS website includes templates, tips to create strong accomplishment statements, sample resumes, and resume action verbs. Get it reviewed by sending it in PDF to ocs.resumereview@yale.edu (5-day turn around) or attending a Drop-in.
- Check your online presence, remove unprofessional content, and build your LinkedIn profile.
- Follow OCS on social media to learn about upcoming events: like the OCS Facebook page, and follow us on Instagram @yaleocs.
- 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.
- Personalize your Office of Career Strategy Newsletter, which goes out every Monday.
- 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?

- Revise your college resume. Include your most recent summer and/or 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 or by attending a Drop-in.
- Continue to expand your LinkedIn profile, connect with classmates, professors, and past supervisors or other connections to grow your professional network. Join LinkedIn groups that align with your interests and background.
- 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. Also use the Peer Networking Lists to craft 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 applications submitted 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.
- Continue to attend relevant events, including workshops, information sessions, and networking/industry events.

Advanced: I’m looking to expand my 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).