



YALE COLLEGE  
ENVIRONMENTAL STUDIES

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Pronouns: she/her

# **Yale's Office of Career Strategy**

**What do we offer?**

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## **Advising**

**One-on-one advising**

**Virtual "Quick  
Questions"**

**Career advising**

**Grad School advising**

**Workshops**

**Animated Advice**

## **Exploring**

**Career Resources**

**Employer Events**

**Weekly Newsletter**

**Website**

**Funding**

**Networking**

**Summer Programs**



# Today We Will Cover:

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- OCS Offerings including Common Good & Creative Careers
- Active vs. Passive Job Search
- Developing a Target List
- Informational Interviews
- Summer Funding
- Highlighting a few of the OCS Resources





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*Yale Office of Career Strategy*

- Supports Yale students interested in pursuing **careers that make a difference and encourage their creativity.**
- **Mission:** To ensure that every Yale student exploring a career in Nonprofit, Government, Education, the Arts, & Communications are aware of the many resources available.
- Over 100 programs annually
- 50-55% CGCC industry-Summer
- 35-40% Nonprofit/Gov-PostGrad
- CGCC monthly newsletter, CGCC seniors seeking newsletter
- Merit based fellowships & the Summer Experience Award



# Office of Career Strategy

[EMPLOYERS](#)[FACULTY/STAFF](#)[YALE CAREER LINK](#)[Who Are You? ▾](#)[Communities ▾](#)[Get Advice ▾](#)[Get Prepared ▾](#)[Jobs & Internships ▾](#)[Get Connected ▾](#)[Outcomes ▾](#)[About OCS ▾](#)

## Environment, Sustainability & Energy

[Jobs](#)[Events](#)[Articles](#)



Travel  
Reimbursement  
for Seniors...

## OCS Career Fairs/Consortiums

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- **Georgetown Nonprofit & Government Expo** – Friday, February 18, Virtual
- **All Ivy Environmental & Sustainable Development Career Fair** – Friday, February 25, 10am-3pm, Virtual
- **DCImpactlink** – Early March, TBD, Virtual
- **Common Good & Creative Careers Fair**, Friday, March 4, 1-4pm, Virtual



# Job Function vs. Industry

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## Job Function

- Indicates a particular skillset or role
- Examples: Research, Project Management, Sustainability, Writing/Editing, Marketing

*The Job Function can stay with you across various industries.*

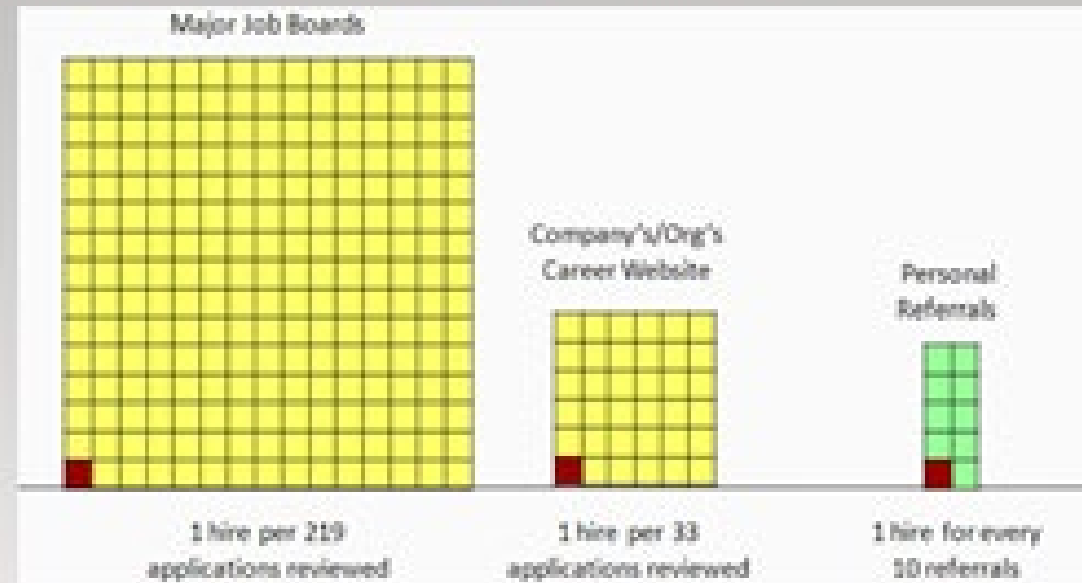
## Industry

- Indicates a particular environment or domain
- Examples: Education, Renewables, Healthcare, Sustainable Investing, Environmental Consulting

**Look @ OCS Outcomes Data &  
Search Environmental Job  
Boards for examples**

# Passive vs Active Job Search

## *Passive vs. Active Job Search*





# Dual Approach to the Search

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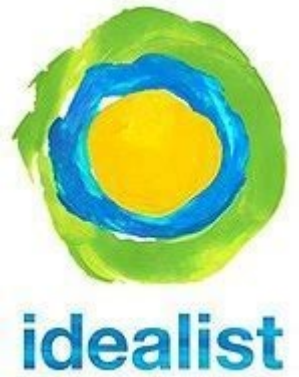
## Target List: 20-40 employers

- Yale Career Link (peer lists, employer directory), Outcomes data
- All Ivy Career Fair site, LinkedIn, Glassdoor, OCS External Career Resources
- Create in Excel, use tabs if multiple industries

## Job Search Engines / Boards

- Yale Career Link jobs module (Yale Preferred Partners)
- CareerShift
- Specific Industry Sites
- Create email alerts on all relevant search engines

# Industry Specific Job Search Engines



GreenBiz



80,000  
HOURS



**GREEN DREAM**  
*Building your green dream*



# Target List /Networking Process

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Keep track  
of  
everything  
in Excel!

Compile list of 20-40  
employers

Find a contact for  
each employer

Reach out to those  
contacts for  
Informational  
Interviews

# Identify Contacts for your Target List

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Start with:

- Family, Friends & Faculty
- Past Jobs/Internships
- Professional Organizations



Build with:

- Yale Career Link's Peer Networking Lists & Employer Directory
- LinkedIn Alumni Page
- Yale Cross Campus
- CareerShift Contacts





## Target List Example – Excel helps to track all of your correspondence

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## INFORMATIONAL INTERVIEW

**Networking:** building relationships with people who have similar interests/skills to work towards the same goal.

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What will you get out of the process?

- Learn more about the industries that interest you most at this point
- Identify various roles within organizations
- Be on someone else's radar when an opportunity crosses his/her desk
- **OCS Website's Informational Interviewing Page** includes: steps for how to set these up; sample email requests; sample questions to ask



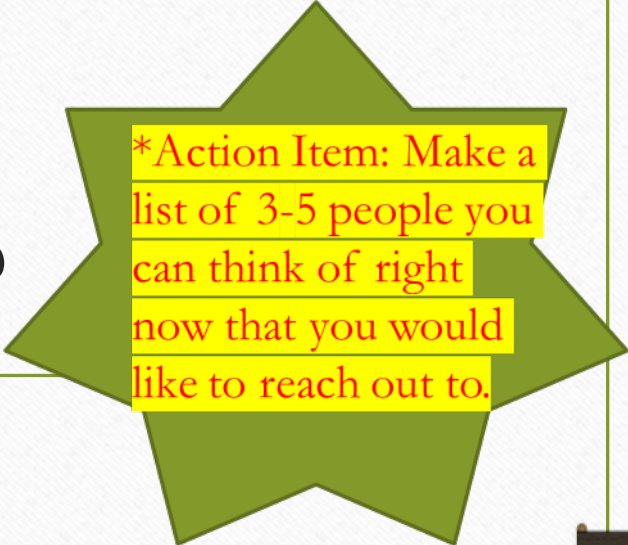
## Networking Continued...

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**Informational Interviewing** is a powerful networking tool where you will learn about various career paths and build relationships for the future. Although an informational interview may lead to a job offer, that is not the primary goal. The focus is to learn about the person's organization, their role and the path they took to get there.



# How do I approach the informational interview?



\*Action Item: Make a list of 3-5 people you can think of right now that you would like to reach out to.

## The Introduction

- “Hi! My name is LeAnne. Joe Chow gave me your name and number and said you were the person I should talk to. ”
- I’m a Yale student interested in your field. I’d like the chance to hear about your work experience and your organization’s activity.

## The Ask

- Might you be available to meet via zoom for around 25 minutes at a time that is convenient to you to discuss your work and career? I would love to have a chance to hear your story and learn from your experience.
- Check out all of our sample informational interview requests at [ocs.yale.edu](https://ocs.yale.edu) – sample cover letters & correspondence page



# Summer Funding

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- Yale's Summer Environmental Fellowship
- Yale Students Grants Database
  - Many summer fellowships / use the filters to find the right fit
  - Deadlines as early as February
  - Position does not need to be secured to apply
- Allow time to research opportunities since many fellowships require letters of recommendation



# Summer Experience Award (formerly the Domestic Summer Award)

- For first years, sophomores and juniors on Yale financial aid.
- **A US-Based Experience:** \$4,000 for a secured, approved unpaid or underfunded (\$1500 or less) summer opportunity with one of the following: nonprofit including non-profit Universities; government entity including public Universities; non-governmental organization (NGO); Arts Apprenticeship; or Science, Laboratory, or Other Research Opportunity.

OR

- **An International Experience:** \$6,000 for a secured, approved unpaid or underfunded (\$1500 or less) summer opportunity with one of the following: nonprofit organization including non-profit Universities; for-profit company; government entity including public Universities; non-governmental organization (NGO); Arts Apprenticeship; or Science, Laboratory, or Other Research Opportunity.
- Students that have previously used their SEA are not eligible





# Developing a Plan of Action – Post Graduation or Internship

1. Determine your summer or post-graduate goals and interests
2. Review your application materials (resume/cover letter)
3. Read the Career Strategy Newsletter for upcoming career events and opportunities
4. Develop your Target Lists
5. Find opportunities in Yale Career Link and many other online resources
6. Network!
7. Meet with an OCS adviser with any questions along the way
8. Apply to positions of interest – continue applying until you accept a position (then, withdraw your candidacy from any other positions you've applied to)



# OCS Online Resources

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- \*All Ivy Fair Website
- \*Peer Networking Lists
- \*Outcomes Data
- \*LinkedIn – Yale Alumni
- \*Employer Directory
- \*Career Shift
- \*Networking Resources on OCS site

