Robyn Acampora, Office of Career Strategy
Pronouns: she/her
Yale’s Office of Career Strategy
What do we offer?

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:

- 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
• 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
OCS Career Fairs/Consortiums

- **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

**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

Major Job Boards: 1 hire per 219 applications reviewed
Company's/Org's Career Website: 1 hire per 33 applications reviewed
Personal Referrals: 1 hire for every 10 referrals
Dual Approach to the Search

**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
Target List / Networking Process

1. Compile list of 20-40 employers
2. Find a contact for each employer
3. Reach out to those contacts for Informational Interviews

Keep track of everything in Excel!
Identify Contacts for your Target List

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

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
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<th>L</th>
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<tbody>
<tr>
<td>Organization Name</td>
<td>Website</td>
<td>Contact Name / phone #</td>
<td>Email Address</td>
<td>Correspondence 1</td>
<td>Corr. 2</td>
<td>Corr. 3</td>
<td>Additional Recommended Contacts</td>
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<td>American Red Cross</td>
<td><a href="http://www.redcross.org">www.redcross.org</a></td>
<td>Javona Braxton: 212-777-8787</td>
<td><a href="mailto:javona.braxton@redcross.org">javona.braxton@redcross.org</a></td>
<td>sent Javona email - 8/1/18</td>
<td>email on 7/20/18</td>
<td>Anniken responded: spoke on 8/1/18</td>
<td>followed up 9/1/18 conversation on 9/15/recommended I speak to her colleague, Ana and connect recommended I reach out in 6 months</td>
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<td>Amnesty International</td>
<td><a href="http://www.amnesty.org">www.amnesty.org</a></td>
<td>Anniken Thue</td>
<td><a href="mailto:anken@ya.yale.edu">anken@ya.yale.edu</a></td>
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<td>Ashoka</td>
<td><a href="http://www.ashoka.org">www.ashoka.org</a></td>
<td>Jennifer Vogt; Yashveer Singh</td>
<td><a href="mailto:jvogt@ashoka.org">jvogt@ashoka.org</a>; <a href="mailto:yashveer@ashoka.org">yashveer@ashoka.org</a></td>
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<td><a href="http://www.gatesfoundation.org">www.gatesfoundation.org</a></td>
<td>Olga Kovaleva</td>
<td><a href="mailto:info@gatesfoundation.org">info@gatesfoundation.org</a>; <a href="mailto:olga.kovaleva@gatesfoundation.org">olga.kovaleva@gatesfoundation.org</a></td>
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<td>Brennan Center for Justice</td>
<td><a href="http://www.brennan.law.nyu.edu">www.brennan.law.nyu.edu</a></td>
<td>Tony Brown</td>
<td><a href="mailto:brown@brennan.law.nyu.edu">brown@brennan.law.nyu.edu</a></td>
<td>sent Tony an email on 9/1/1 set up mtg for 10/20/18</td>
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<td><a href="http://www.brookings.edu">www.brookings.edu</a></td>
<td>Michael Hansen</td>
<td><a href="mailto:mhansen@brookings.edu">mhansen@brookings.edu</a>; <a href="mailto:hrjobs@brookings.edu">hrjobs@brookings.edu</a></td>
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<td>Children’s Defense Fund</td>
<td><a href="http://www.childrensdefense.org">www.childrensdefense.org</a></td>
<td>Austin Sowa: 202-602-3585</td>
<td><a href="mailto:asowa@childrensdefense.org">asowa@childrensdefense.org</a></td>
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<td><a href="http://www.echoinggreen.org">www.echoinggreen.org; diana</a></td>
<td>Dianalynn Bodero</td>
<td><a href="mailto:hr@echoinggreen.org">hr@echoinggreen.org</a>; <a href="mailto:dianalynn@echoinggreen.org">dianalynn@echoinggreen.org</a></td>
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<td>Phi 360</td>
<td><a href="http://www.phi360.org">www.phi360.org</a></td>
<td>Brittany Virgil</td>
<td><a href="mailto:bvguilg@phi360.org">bvguilg@phi360.org</a></td>
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<td><a href="http://www.hrw.org">www.hrw.org; fellowship@hrw.org</a></td>
<td>Adam Coogle</td>
<td><a href="mailto:cooglea@hrw.org">cooglea@hrw.org</a>; <a href="mailto:fellowship@hrw.org">fellowship@hrw.org</a></td>
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<td><a href="http://www.justicecorps.org">www.justicecorps.org</a></td>
<td>Leyda Taveras</td>
<td><a href="mailto:ltaveras@justicecorps.org">ltaveras@justicecorps.org</a></td>
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<td><a href="http://www.nrdc.org">www.nrdc.org</a></td>
<td>Marsha Figaro</td>
<td><a href="mailto:hr@nrjc.org">hr@nrjc.org</a>; <a href="mailto:mfigaro@nrjc.org">mfigaro@nrjc.org</a>; <a href="mailto:mfigaro@nrjc.org">mfigaro@nrjc.org</a></td>
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<td>One Acre Fund</td>
<td><a href="http://www.oneacrefund.org">www.oneacrefund.org</a></td>
<td>Jillian Joseph; Divya Bhith</td>
<td><a href="mailto:jillian.joseph@oneacrefund.org">jillian.joseph@oneacrefund.org</a>; <a href="mailto:oaf.recruiter@oneacrefund.org">oaf.recruiter@oneacrefund.org</a></td>
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<td><a href="http://www.opensocietyfoundations.org">www.opensocietyfoundations.org</a></td>
<td>Ellen Patton</td>
<td><a href="mailto:ellen.patton@opensocietyfoundations.org">ellen.patton@opensocietyfoundations.org</a></td>
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<td><a href="http://www.peacecorps.gov">www.peacecorps.gov</a></td>
<td>Katrina Bowers (NEW CONTACT)</td>
<td><a href="mailto:kbowser@peacecorps.gov">kbowser@peacecorps.gov</a></td>
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<td><a href="http://www.robinhood.org">www.robinhood.org</a></td>
<td>Penny Morgan</td>
<td><a href="mailto:humancapital@robinhood.org">humancapital@robinhood.org</a>; <a href="mailto:morgan@robinhood.org">morgan@robinhood.org</a></td>
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<td><a href="http://www.tdcorp.org">www.tdcorp.org</a></td>
<td>Megan Carter</td>
<td><a href="mailto:mcarter@tdcorp.org">mcarter@tdcorp.org</a></td>
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<td>Emily Sullivan</td>
<td><a href="mailto:esullivan@unfoundation.org">esullivan@unfoundation.org</a></td>
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<td>Wounded Warrior Project</td>
<td><a href="http://www.woundedwarriorproject.org">www.woundedwarriorproject.org</a></td>
<td>Eric Rivera</td>
<td><a href="mailto:info@woundedwarriorproject.org">info@woundedwarriorproject.org</a>; <a href="mailto:iverera@woundedwarriorproject.org">iverera@woundedwarriorproject.org</a></td>
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Networking: building relationships with people who have similar interests/skills to work towards the same goal.

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…

**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?

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 – sample cover letters & correspondence page
Summer Funding

- 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

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