



The Washington Center

# Finding a Job (Virtually)

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# Outline

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- Job search strategies
- Best job search websites
- Remote job resources
- Who is hiring?
- How to get jobs by talking to people
- Job application material considerations

# Job Search Strategies

## Organization:

- Only search for jobs one time per week
- Set a weekly agenda about what tasks you'll work on
- Utilize a google sheet to track your progress

| DEADLINE   | TITLE                         | ORGANIZATION                         | LINK  | DATE APPLIED | NOTES   | CONTACTS?             |
|------------|-------------------------------|--------------------------------------|---|--------------|---|-----------------------|
| 11/24/2016 | Cities Program Manager        | The Nature Conservancy               |   |              |   | Amanda from UofM      |
| 11/25/2016 | Program Assistant             | Smithsonian Science Education Center | <a href="http://www.idealists.org/view/job/s45zJ2xSpK">http://www.idealists.org/view/job/s45zJ2xSpK</a> |              | cover letter, resume, and salary req  |                       |
| 11/30/2016 | Community Engagement Spec     | DC Central Kitchen                   | <a href="http://www.idealists.org/view/job/zHC5Tc894k">http://www.idealists.org/view/job/zHC5Tc894k</a> |              | <a href="https://theapplicantmanager.com/job/">https://theapplicantmanager.com/job/</a> |                       |
| 12/5/2016  | Director of Community Partner | National Park Foundation             | <a href="http://www.idealists.org/view/job/34F6xS8z8F">http://www.idealists.org/view/job/34F6xS8z8F</a> |              | over letter and resume by email to n  | Dr. Zint from grad sc |
| 12/5/2016  | Senior Program Officer        | WWF                                  | <a href="https://careers-wwfus.icims.com/jobs/1658/s">https://careers-wwfus.icims.com/jobs/1658/s</a>   |              |   | Emily                 |
|            | NNSF and SIP Prog Manager     | The Nature Conservancy               |   | 10/26/2016   | Molly Wallace...  | Amanda from UofM      |
|            | Outreach and Communications   | The Nature Conservancy               |   | 11/2/2016    | Barbara Merz is one of the hiring m   | Amanda from UofM      |
|            | Volunteer Coordinator         | DC Greens                            | <a href="http://dcgreens.org/wp-content/uploads/201">http://dcgreens.org/wp-content/uploads/201</a>     |              |   |                       |
|            | Education Program Specialist  | FONZ                                 | <a href="http://www.idealists.org/view/job/PNC2K3N4g">http://www.idealists.org/view/job/PNC2K3N4g</a>   |              |   |                       |
|            | Project Wild Director         | Project WILD                         | <a href="http://www.idealists.org/view/job/IXbkGxjFXb">http://www.idealists.org/view/job/IXbkGxjFXb</a> |              |   |                       |
|            | Program Associate             | AWEA                                 | <a href="http://www.idealists.org/view/job/32CHmG36f">http://www.idealists.org/view/job/32CHmG36f</a>   |              |   |                       |
|            |                               |                                      |   |              |   |                       |

# Job Search Strategies

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## **Tips:**

- Job search digest with different websites
- Check job posting date - End of March - Present = good!
- Keep a word doc for each separate job with:
  - Job Description
  - The application materials used

# Best Job Search Websites

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- LinkedIn
- Glassdoor
- Indeed
- Monster
- CareerBuilder





# Best Job Search Websites - Specific

- Start-up jobs: [Angel List](#)
- Non-profit jobs: [Idealist](#)
- Federal government jobs: [USAJobs](#)
- Political jobs: [BradTraverse.com](#) and [Tom Manatos Jobs](#)
- International/policy jobs: [Global Jobs](#)
- Peace Corps career page: [RPCV Career Link](#)

**USAJOBS**



# Listservs & Job Boards

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Ask your supervisor, colleagues, and faculty members for listservs and job boards that they subscribe to!

Great way to get industry specific jobs sent to your inbox!

- Ed's Clean Energy Jobs
- Early Career Climate Forum

# Remote Job Search Websites

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- The 25 Best Sites for Finding Remote Work
  - FlexJobs
  - Remote.co
  - Justremote
- Temporary Part-Time or Remote Work During COVID-19
- Cracking the Code: How to Navigate the Workplace and Your Job Search - Virtually
  - This will include all of the webinars and resources created for you!



# Who is hiring?

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- **LinkedIn Report** of who is hiring
  - Updated regularly
- **Candor** - who has hiring freezes, layoffs, etc.
  - Updated regularly
- U.S. Census + MANY Government jobs

# How to Get Jobs by Talking to People

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## **Who you may know:**

- Alumni (university and TWC) on LinkedIn
- Ask your internship supervisor and coworkers for connections
- Apply through your career services website (handshake, symlicity, etc.)  
your applications go to the top of the stack

## **Via online searching:**

- Search LinkedIn for people in a specific company (HR or a specific job)
- Set up informational interviews about the company/job
- TWC Alumni LinkedIn group job board
- Staffing agencies - ROCS, RP Staffing, etc.

# Job Application Material Considerations

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- Job application timeline in relation to start date (for May graduation)
  - Government jobs - start in August for background checks
  - Business/consulting jobs - start in the Fall (Aug - Sept)
  - All other jobs - start in mid - late February
- When to submit a cover letter
- Artificial Intelligence Software
- CV vs. Resume
- Tailoring your resume and cover letter for every job
- Talk to your LEAD Instructor!

# Questions?



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