

DARTMOUTH

Center for Professional Development



In lieu of a long winter's nap, take a short one and consider these ways to get closer to your career goals over break:

1. Reflect on your interests and take advantage of the recommended CPD Resources for your class year:
 - '22s: **PDA CareerTracker Program**: Activities will be visible in DartBoard dashboard by Nov. 22
 - '21s: Recommended resources include our **Majors Guide** and **Vault.com** (access via DartBoard)
 - '19s and '20s: **Career Playbook** self-paced course on Canvas; sign-up invite to be sent by Nov. 15.
2. Participate in the **Dartmouth's Externship Program for Professional Development**. Over 100 alumni and parents are offering to share their expertise with current students through job shadowing opportunities and short-term projects. Conduct an externship search, located under the "externship" tab in your DartBoard dashboard. This is a great way to explore industries and careers you are interested in and to get to network with Dartmouth alums. **To participate in the program, secure your opportunity by December 3rd.**

No opportunities in your hometown or ones that match your interests? No worries! You can also reach out on your own to alumni through the [career network](#) or to others who work in fields of interest to you

The [Dartmouth Career Network](#) has over 15,000 alumni who have volunteered to help. Ask questions, get advice, and strategies you can put to use in your job or internship search.

Want help in finding the right words to connect? Check out suggested questions and best practices on contacting alums through our [Networking Guide](#). Our Networking Guide, available through the Resource Library on [DartBoard](#), provides sample questions and templates you can customize to request an informational interview or job shadowing opportunity.

If your internship/externship plan involves independent outreach, reach out at least one week before your target date(s). In general, the earlier the better. Due to the holidays, we recommend completing all outreach by December 15.

3. Find a [regional Dartmouth alumni club](#) in your area. Any parties or programs planned? Contact the leadership and ask if you can be of help.

Why this is a good strategy even if you feel intimidated: Dartmouth alumni and regional club leaders enjoy talking to students, especially those who are interested in getting to know them! Many alumni may also have potential hiring needs or leads on local employers seeking students.

4. If you interviewed with an alum as part of your application process to Dartmouth, **follow up with your interviewer.** Let them know what you are doing and what your interests are.

“It’s always great for alumni to hear your Dartmouth story. We’ve had past interviewers even serve as career mentors for their interviewees later on. Don’t hesitate to check in.”

– Cuong Do ’88 Tu ’89, Chair of the Alumni Council Professional Development Committee

5. **If you want to move to a new city or town for an internship or on a permanent basis,** plan a trip on your own or with friends – and invite Dartmouth alumni to join you for coffee. Scope out a city, industry, or career field. The choice is yours.

6. **Build skills.**

Sign on the Dartmouth VPN and take a free class on an interest through [Lynda](#) (lynda.dartmouth.edu). Popular courses at Dartmouth include Photoshop, Tableau 10 Essential Training, Introduction to Graphic Design, Project Management, SPSS – and more!

Many courses, internships and jobs require an in-depth knowledge of Microsoft Excel. Use your campus address to [register to use skillsX](#), an online site that offers free tutorials to Dartmouth students. *Complete a short course in mastering Microsoft Excel and you can share that information with potential employers in your resume.*

7. **Research industries, career fields, and opportunities.** Check the DartBoard Resource Library, including the Career Exploration Guide and the Employer Research Guide. (Of course, we also understand if you spend some time catching up with David Harbour’97 on Stranger Things.)
8. **Explore projects and volunteer opportunities at non-profit organizations** through [Idealist.org](#). *If you are looking within a specific geographical area, you can also search online for local community organizations that match your area of interest.*
9. **Prepare for your job or internship search.** You can use the winter break as a time to get organized and plan out which opportunities you would like to apply to for your next off term. You’ll be able to see who’s coming to campus starting through the Recruiting Tab in DartBoard.