

Unit 10

Career Choices: Find a Feminist Career

The non-profit sector includes over 700,000 organizations that have been granted tax-exempt status by the Internal Revenue Service because they do not engage in profit-making commercial activities. Together these organizations employ nearly 10 percent of workers in the United States. While nonprofits vary widely in their missions and activities, many work on the forefront of local, national, and global public policy and social welfare issues.

Work in the nonprofit sector is an especially good option for young feminist activists. Not only does nonprofit work require the energy, excitement, and originality that recent graduates bring to the workplace, but this type of work provides an excellent opportunity to build organizational skills. Finally, jobs in the pro-choice feminist movement are a great way to take what you've learned in the *Choices* campaign, and apply it beyond your college campus.

This unit examines some strategies for finding jobs and internships with pro-choice, progressive, and feminist nonprofit organizations.

Beginning Your Job/Internship Search

Where can a feminist student go to learn about job/internship opportunities with organizations that match her/his ideology? The first stop in any job/internship search should be your college or university's career-planning center. Your Career Center most likely offers one-on-one career counseling and skills building workshops. The staff of the center can help you assess your job interests and skills, and teach you to write effective resumes and cover letters. In addition, they can assist you in interviewing for jobs, and locating alumni who work in career fields that interest you. These resources are helpful for all job/internship seekers.

While your Career Center will provide you with some extremely useful resources, you should view your Career Center as the *first* step in the process of finding a non-profit job/internship. A great deal of the work involved in finding a job/internship with a progressive organization will likely

take place outside of your Career Center. Unfortunately, most university Career Centers are geared primarily towards careers in the for-profit sector. Many are not really equipped to assist students with career interests in the non-profit sector, beyond the basic job/internship hunting skills that apply to everyone.

There are several reasons why Career Centers tend to focus the majority of their energies on the for-profit sector. Most Career Centers devote a substantial portion of their resources to courting employers (usually large for-profit companies) that send representatives to campuses to recruit young talent for entry-level positions and training programs. Non-profit organizations, which rarely have extensive financial resources or numerous job openings to justify campus recruiting visits, are infrequently represented in campus recruitment programs and thus receive less attention from Career Center staff. In addition, relatively few publications on nonprofit work exist, despite the fact that nearly 10% of U.S.

workers are employed in nonprofit organizations. Of the books that do discuss careers in the nonprofit sector, many are not updated regularly and the vast majority are not written from a feminist, progressive perspective. For these reasons, your Career Center staff may not be familiar with the wide array of jobs and internships that are available in the nonprofit sector.

Your Career Center's offerings may not accurately reflect the full range of career choices, but you should not give up! It will require a little bit of extra effort to locate resources on job/internships with progressive organizations, but this effort is well worth it. The goal of this unit is to help make your search for jobs and internships in the nonprofit world more manageable, by (1) identifying helpful "hidden" job search resources that may be available in your Career Center and (2) suggesting additional strategies and resources for navigating the nonprofit world.

Strategies for Finding a Job/Internship in the NonProfit Sector

ASSESS YOUR INTERESTS AND SKILLS

Before beginning your job/internship search, you must identify what you do well and enjoy doing. Doing a self-assessment can be challenging and time consuming, but the energy that you devote to this process before you begin your search will allow you to conserve time later.

For a structured approach to identifying your skills and interests, consult a staff person in your Career Center. She or he will be able to help you with your self-assessment by guiding you through an interest and skills inventory or a similar exercise. Through an interests and skills inventory, you will classify and describe the skills that you have developed through past experiences (including school, work,

volunteering, and extracurricular activities) which could be utilized in a future job/internship.

The purpose of a self-assessment is to clarify what kinds of jobs would be a good match for your interests and skills. Within nonprofit organizations, there are a variety of types of positions – service delivery, advocacy, field organizing, research, and others. Your self-assessment will help you identify what skills you can offer a potential employer and which types of nonprofit jobs you would enjoy. It will also allow you to practice verbalizing your interests and skills before you begin contacting potential employers.

As you assess your work interests and skills, you should also carefully consider what issues are most important to you. Your political ideology and interests will ultimately be your most important guide as you research potential employers.

ARTICULATE A CLEAR OBJECTIVE

In addition to clarifying your work interests and skills, you should articulate a specific employment objective before you begin your job/internship search. What goal(s) do you want to accomplish in a nonprofit position? What are your job/internship requirements? Which factors are negotiable? As you begin your job/internship search, it will be tempting to "leave your options open" or "just see what jobs are out there." Do yourself a favor and resist this urge. It can be difficult to narrow your interests into a specific objective, but this focus will benefit your search process immeasurably. With over 700,000 nonprofit organizations in the United States, it is necessary to narrow the field of potential employers from the start. By articulating a job objective, you will have a concrete set of criteria upon which to base your choices.

Remember that your job/internship objective is not set in stone. As your job/

internship process proceeds, you will inevitably clarify and alter your objective. It is fine for your objective to change, but to begin your search, you will need a focused starting place.

RESEARCH ORGANIZATIONS

The first stage of your job/internship search should involve doing some homework. Before you begin sending off your resumes and cover letters, you will want to learn some basics about the nonprofit sector as a whole and the specific organizations to which you are applying. A wealth of information about nonprofit organizations is available if you seek it out.

Begin researching possible employers at your Career Center. Ask a staff person to show you the Career Center's resources on nonprofit organizations. Most Career Center libraries include directories of nonprofit organizations, such as the *National Directory of Nonprofit Organizations*, *Encyclopedia of Associations*, *Good Works, Jobs and Careers With Nonprofit Organizations* and *Finding a Job in the Nonprofit Sector*. These directories contain brief profiles of thousands of nonprofit organizations, and are usually organized by state and issue area.

If you are applying for internships, also ask to see internship directories. Several good internship directories have been published recently, including *America's Top Internships*, *The Internship Bible*, *Peterson's Internships*, and *Preparing to Lead*. Each of these directories includes a substantial section on internships in the nonprofit sector. While none is exhaustive, flipping through one or more of the nonprofit and internship directories will allow you to become familiar with at least some of the organizations that work on the issues that concern you most.

As you wade through your Career Center's holdings on nonprofit organizations, take careful notes on the organiza-

tions that match your interests, skills, and objective.

Consulting internship and nonprofit directories is a terrific way to start your job/internship search. The advantage of these directories is that they allow you to quickly identify many of the key nonprofit organizations that work on a particular issue or in a certain geographic area. The usefulness of these directories is limited, however, because they only provide a brief sketch of each organization. Also, these directories are updated infrequently, so the information listed may no longer be current.

The internet is an excellent resource for gathering more detailed information on nonprofit organizations. Many nonprofit organizations currently maintain web sites. Though these sites vary widely in scope, most at least describe the mission and current programs of the organization. Some organization web sites also include publications, research, and interactive features. To locate nonprofit organizations on the Internet, start with a search engine such as Yahoo or Excite. The Feminist Majority Foundation's web site (<http://www.feminist.org>) includes an Internet Gateway with links to the web pages of hundreds of feminist, pro-choice, and progressive organizations.

In addition to (or instead of) using the internet to gather information on nonprofit organizations, you can also contact organizations directly by phone, mail, or email. When contacting an organization, request copies of current publications (annual report, newsletter, recent research).

IDENTIFY JOB/INTERNSHIP OPENINGS

Unlike many for-profit institutions which hire numerous graduating seniors for entry-level positions each year, most nonprofit organizations hire new employees only when a job vacancy occurs or a new position is created. For this reason,

the timing of job openings in nonprofits is generally not predictable. Furthermore, a large proportion of nonprofit job openings exist in the “hidden job market” – they are not advertised. Thus, identifying openings in nonprofit organizations requires a tremendous amount of perseverance and often a bit of luck.

The best strategy for finding job openings in the nonprofit sector is to check a variety of job sources consistently. Some of the best places to check for job openings include:

- Your college/university Career Center’s files of job announcements
- Internet job banks (see the next section of this unit for links to nonprofit job banks)
- Nonprofit organization web sites
- Bulletin boards of academic departments in related fields
- Newspaper classifieds

If you are interested in working for a specific nonprofit organization(s), look for job postings on that organization’s web site or call and ask about job openings.

Nonprofit organizations that host interns generally do so year after year. For this reason, it is relatively easy to identify internship opportunities with nonprofits. Check for postings of available internships in the same locations (listed above) where job openings are publicized. The internship directories discussed earlier also provide descriptions of internships that are offered each year as well as information on application requirements and deadlines. As with nonprofit jobs, if you are interested in interning for a specific organization, check that organization’s web site or call the office directly for internship information.

WRITE STRONG RESUMES AND COVER LETTERS

A resume and a cover letter are the standard components of an application to virtually all nonprofit jobs/internships. See the action section of this unit for a detailed discussion of how to write effective resumes and cover letters.

Nonprofit organizations tend to fill job/internship opportunities quickly. If you are interested in a position, mail your resume and cover letter as soon as possible to ensure that your application will receive consideration.

NETWORK AND CONDUCT INFORMATIONAL INTERVIEWS

The best way to learn what it is like to work for a nonprofit organization is to talk to people who already work for nonprofits. Networking with individuals who have experience with nonprofit organizations can provide unparalleled opportunities to learn the ins and outs of a particular organization or issue. Sometimes networking can even produce leads on unadvertised job/internship opportunities.

Your college/university alumni network is one excellent source of networking contacts. At many schools, it is possible to conduct a database search to identify alumni in a particular career field. Other people who may be able to assist you in your job/internship search and/or offer useful advice about navigating the nonprofit sector include friends who have interned or worked at nonprofit organizations, professors, former employers, and family friends.

Conducting informational interviews with your networking contacts is an excellent way to gather information about nonprofit careers and establish connections with people who work in the nonprofit sector. The purpose of informational interviews is *not* to ask for a job. Rather, these meetings offer an opportunity to

gain a nonprofit professional's valuable advice, benefit from their experience, and learn about their organization and similar organizations. When setting up informational interviews, always do your homework first! Find out the basics about your interviewee's field and organization before your meeting, so that you can ask informed questions and gather as much information as possible from your session.

MAINTAIN CONSTANT COMMUNICATION

The importance of consistent communication with all of your job/internship contacts cannot be emphasized enough. Follow-up is essential! Follow-up every resume and cover letter with a phone call to ensure that it was received. Follow-up every job interview, informational interview, and helpful conversation with a thank-you letter. Keep your network of contacts informed about progress in your job/internship search.

VOLUNTEER OR INTERN WITH A NONPROFIT ORGANIZATION

Unfortunately, there is currently a shortage of jobs in feminist, pro-choice, and progressive nonprofit organizations. There are many more people who want to work for these organizations than there are positions available. If you are hoping to work for a feminist nonprofit following college, one of the best ways to get your foot in the door is to intern or volunteer with a non-profit organization. As an intern or volunteer, you will have the opportunity to cultivate the job skills that nonprofit organizations look for in employees, learn more about the organization and the nonprofit sector in general, and establish contacts with people who are already working in your field of choice. Many volunteers and interns later move on to full-time, paid positions in the nonprofit sector.

Using the Internet for Your Job/ Internship Search

The internet is a fantastic tool for all kinds of information about careers. There are already hundreds of websites focusing on the needs of job/internship seekers, including online job banks, resume and cover letter writing pages, and job networking sites. Because the number of sites is so huge, finding the job information that you're looking for can be a challenge, especially if you are not exactly sure what you are trying to locate. To assist you in your job/internship hunting, we have compiled this list of some of the best websites for nonprofit job/internship seekers, college students, and women.

NONPROFIT JOB/INTERNSHIP LISTINGS

These job listings cover openings nationwide unless a specific geographic region is noted.

Access/Networking in the Public Interest

<http://communityjobs.org/>

Articles on nonprofit careers. Subscription information for *Community Jobs*, a monthly employment newspaper for nonprofit job-seekers.

Action Without Borders

<http://www.idealists.org/>

Listings of nonprofit jobs, internships, and volunteer opportunities. Profiles of 11,000 nonprofit and community organizations in 125 countries.

AFL-CIO Organizing Institute

<http://www.aflcio.org/aboutunions/oi/>

Information on the Organizing Institute's recruitment and training program for union organizers.

Feminist Majority Foundation Career Center

<http://www.feminist.org/911/911jobs.asp>

Listings of feminist and progressive jobs and internships. Links to online job banks.

Goodworks

<http://goodworksfirst.org>

Listings of nonprofit jobs.

Nonprofit Career Network

<http://www.nonprofitcareer.com/>

Listings of nonprofit jobs, volunteer opportunities, and job fairs. Online directory of nonprofit organizations.

Opportunity NOCs

<http://www.opportunitynocs.org>

Subscription information for *Opportunity NOCs*, a biweekly newsletter listing nonprofit jobs. Listings of nonprofit jobs are posted online for some geographic areas.

Planned Parenthood

<http://www.plannedparenthood.org/about/jobs/index.html>

Listings of jobs with Planned Parenthood and other nonprofit organizations.

Tripod's National Internship Directory

<http://www.tripod.com/work/internships/>

Listings of internships in all career fields.

University of Maryland, Women's Studies Employment

<http://www.inform.umd.edu/EdRes/Topic/WomensStudies/Employment/>

Listings of nonprofit and Women's Studies jobs and internships.

CAREER SITES FOR COLLEGE STUDENTS AND RECENT GRADUATES

The Catapult

<http://www.jobweb.org/catapult/>

Comprehensive list of links to career and job-related sites for college students and alumni.

College Grad Job Hunter

<http://www.collegegrad.com>

Lists entry level jobs (large companies) for college students and recent graduates. Also includes information on resume and cover letter writing, interviewing, and salary negotiation.

Job Trak

<http://www.jobtrak.com>

Career service network designed specifically for college students and alumni. Access to job listings is limited to colleges that have enrolled in the service. (650 college Career Centers are affiliated with Job Trak. If your college or university is not enrolled in Job Trak, talk to your Career Center – the service is free.) Job Trak's extensive Resource Center, which includes on-line books on job hunting, resume writing, and graduate schools, is available to both members and non-members.

Student Center

<http://www.studentcenter.com>

Career information for college students, graduate students, and recent graduates. Includes sections on identifying personal strengths, defining career goals, and developing job hunting skills. Also contains information on internships and non-traditional post-graduation options.

CAREER SITES FOR WOMEN

Advancing Women

<http://www.advancingwomen.com/awcareer.html>

Job posting and recruiting with a special focus on companies friendly to women, minorities, and families.

Writing a Resume

GETTING STARTED – THE PURPOSE OF A RESUME

Before beginning the process of writing your resume, it is critical that you understand its purpose. Your goal in writing your resume is to convince the perspective employer to interview you. Therefore, your resume is not simply a generic listing of your work and school experience, but a focused statement that highlights why you are well suited to a particular job. If you are applying for jobs which demand very different skills, it is likely you will need separate resumes to accommodate those differences.

BASIC STEPS

Brainstorming.

Generate a list of all of your work-related experiences. At this stage, do not limit yourself at all – put your entire work-related history on paper. This list should include all of your experience in the following areas:

- Education – all colleges and universities attended including semesters abroad, internships, and special training with relevant GPAs.
- Experience – all part-time, full-time, or volunteer jobs you have held, as well as significant academic research.
- Skills – any computer, typing, and writing skills, or foreign languages you know.
- Activities – any involvement you had or leadership positions you held during college and high school in student organizations, sports teams, academic clubs, and community groups.
- Honors and Awards – list scholarships, distinctions, recognition, academic awards, and membership in national honor/scholarship societies.
- Special Interests – all of your hobbies, travel experiences, and likes.
- Miscellaneous – any other important information about yourself which is not included in the other headings.

Research the job.

Research what the organization is looking for in an employee. What are the main qualifications? Based on this information, decide which of your characteristics and qualifications you want your resume to emphasize.

Edit your brainstormed list.

Determine which information on your list most closely matches the job qualifications you need to demonstrate. Conversely, which items can you remove as irrelevant or non-essential? Finally, begin to think about how these essential items may be effectively grouped together to highlight your skills.

Organize your resume.

There is no “right” way to organize a resume, although there is certain information

that must be present. Choosing how to organize your resume depends largely on the job for which you are applying, and your own work-related experience. A further explanation of how to organize your resume follows under “Structure and Content.”

Edit your resume.

Carefully choose your words, punctuation, and style. Experiment with the fonts, layout, and phrasing.

Get feedback.

Ask professors, career counselors, employers, and peers to comment on your resume for both mechanics and content.

STRUCTURE AND CONTENT

- I. The three organizational components common to most resumes are *contact information*, *education*, and *experience*.

Contact Information

Your name, address, telephone number, and e-mail address must be on each page of your resume (college students living away from home should include both campus and permanent home addresses).

Education

A section labeled “education” is also usually included for college students, and lists all of your educational endeavors with the most recent listed first (high school is optional). List your date of graduation (or expected date), the name of your college or university, your degree, your major, and your GPA. You may also include educational honors or awards, and particularly relevant coursework in this section. If you financed your own education, list the percentage of your college cost financed through employment and the hours per week you dedicated to your job, as this demonstrates your ability to balance work with school.

Employment/ Experience:

This section highlights all of the work-related experiences you have that qualify you for the job. Remember, include only those experiences that demonstrate an attribute, interest, or skill important to the job you are seeking. For each experience, include the name of the employer or organization, the job title, the location, and the dates of employment (which can be in parentheses, as they are least important). Finally, describe your responsibilities completely but concisely. Use action phrases to list the significant details of your duties. Include promotions or increases in responsibility. You may list this experience in a variety of ways, but the two most common methods are the *functional* and *chronological* methods. Using the *functional* method, list your experiences in order of importance as they relate to the particular job for which you are applying. Using the *chronological* method, list your experiences in time order with the most recent first.

2. Other common headings used to organize information on a resume include:

Job Objective

This is a short statement, usually at the top of your resume, which can provide focus or summary. This statement of one sentence tells the employer what you can offer her or him and is tailored to each employer.

Skills

In this section you may highlight your strongest and most relevant skills for the job. Alternatively, you can use this section to list special skills that would be an asset to the employer, such as knowledge of languages, computer skills, or public speaking.

Interests and Activities

This optional heading provides an opportunity for you to display your well-roundedness, speak about extracurricular activities and leadership roles, share your personality, and demonstrate that you are an interesting person. This can also serve as a good icebreaker during interviews.

- *Activities and Honors*
- *Publications*
- *Professional Affiliations*
- *References (can be included on a separate page or at the bottom, "upon request.")*

**For further clarification, see the sample resume which follows.*

HELPFUL TIPS

1. Quantify your experience and give details wherever possible. For example, instead of just writing "supervised other workers," you should write, "supervised a team of seven employees."
2. Be concise. The general rule is that resumes reflecting under five years of experience should be kept to one page.
3. Begin your sentences with action verbs like "accomplished," "executed," and "developed."
4. Proofread! Have peers and professors examine it as well. Check for spelling errors, inconsistencies in punctuation and format, and repetition of words.
5. Make sure your resume looks professional. Print it on high quality bond paper at an office / photocopy store like, or on a laser printer. DO NOT photocopy your resume.
6. Investigate the possibility of putting your resume on-line, as many companies now look to the web for applicants. There are a number of sites on the web where you can post your resume, including the Feminist Career Center on the Feminist Majority Foundation website (<http://www.feminist.org/911/911jobs.html>)
7. Keep your resume clean, neat, and easy to read. This means using only one or two fonts, leaving some blank space, and eliminating excess punctuation.

8. Do not use jargon or campus-specific terminology. For example, rather than writing “FMLA,” write “Feminist Majority Leadership Alliance.”
9. Do not include personal information. A potential employer has no legal right to ask you about age, sex, race, religion, marital status, health, physical appearance, or personal habits. Moreover, this information simply does not belong on a resume. Also, do not include salary requirements, location preferences, or availability dates. If you have any questions about the information a potential employer requests, contact the Equal Employment Opportunity Commission at (202)663-4900 or (800)669-4000; contact the US Department of Labor at (202)219-6660; or contact the Women’s Bureau of the Department of Labor at (800)827-5335.
10. Sound positive and confident. Do not be too modest or concerned with “bragging.” This is your one opportunity to convince the employer to interview you, and everyone else is doing the same.

Writing a Cover Letter

GETTING STARTED – THE PURPOSE OF A COVER LETTER

A cover letter is sent along with a copy of your resume and provides an opportunity for you to introduce yourself and your capabilities to the employer. Not only is the cover letter usually the first document an employer sees, but it is often looked upon as a sample of your writing skill. Each time you apply for a different position, you will personalize and edit your cover letter accordingly.

There are different types of cover letters, each of which fulfill a slightly different purpose.

Career Exploration Letter:

This letter is not in response to an ad for a job opening. The purpose of a career exploration letter is to convince an employer to invite you to an informational interview to discuss career-related issues.

Job/Internship Inquiry Letter:

This is also an unsolicited letter to inquire about any open positions. The letter also demonstrates an interest in the company or organization.

Job/Internship Application Letter:

This type of cover letter is written in response to a particular advertised opening. The goal of this letter is to convince the employer to carefully read and consider your application, and to offer you an interview.

BASIC CHARACTERISTICS

Regardless of the type of letter you are writing, all cover letters share some characteristics.

- I. A cover letter should convey to a potential employer that you are motivated, well qualified, and excited about the position.

2. All cover letters should be personalized to fit the position, company, and occupation and should be addressed to a specific person.
3. Cover letters allow you to explore a few of your qualifications in depth, creating a fuller picture as to why your experience and interests are well suited to the job.
4. Cover letters initiate communication between the employer and the applicant, and set the tone for the rest of your application. Therefore, it is essential that the letter be positive, with no negative components.

STRUCTURE AND CONTENT

Cover letters must be brief and to the point, as they are often scanned quickly. They usually consist of no more than three to four paragraphs ranging from three to seven sentences each. Consider three quarters of a page a good maximum length.

The typical structure of a cover letter includes:

Opening paragraph:

In this brief paragraph introduce yourself and explain why you are writing. Be specific, and include the name of the position for which you are applying, and identify how you heard about the job opening or company. Also reference any contact person you might know. Finally, you want an attention-grabbing sentence that explains why you are well suited for the job, or how your skills will benefit the employer.

The body:

In this paragraph or two, you will explain how your background and skills fit the job. Highlight your greatest strengths as they relate to the position, being careful not to simply repeat what is already on your resume. You may want to include a reference to your resume in this part of the letter in order to encourage the reader to take a closer look at it.

The concluding paragraph:

This final paragraph should be short. In it, you should briefly reiterate your strengths, ask for an interview, and initiate further contact. Make sure the “next step” has been communicated; for example, tell the reader that you will call her/him in two weeks to follow up.

**For further clarification, see the sample cover letter which follows.*

HELPFUL TIPS

1. Write your cover letter in standard business letter form. Also use business language, making your sentences clear and concise.
2. Copy your cover letter on the same quality bond paper you use for your resume and envelope.
3. Try to avoid beginning each sentence with “I.” Varying your sentence style will make the letter more interesting to read.
4. Use descriptive, strong, and active words and sentences.

5. Give specific examples to support your claims.
6. Never put anything negative in your cover letter.
7. Read your letter out loud. Your cover letter should sound well written and tight.
8. Proofread your cover letter very carefully to ensure that there are no errors, and ask peers and professors also to review it.
9. Do not forget to sign your cover letter before sending it out.
10. Try including something unusual and interesting. This is your chance to stand out!

Additional Resources on Resume Writing and Cover Letters

CAMPUS RESOURCES

As you will discover in the process of resume and cover letter writing, there are many books and services that offer help. However, as you might also quickly learn, these materials and services can be quite costly. Moreover, with a few exceptions, they all tend to contain the same basic information, which you probably can get at no cost from your college Career Center, the library, or a helpful professor or friend. So see what your campus Career Center and library have to offer before you go to the bookstore or hire a resume service. Additional information is also available on the web at no cost, if you have access to the internet.

Career Development Center

Most colleges and universities have a Career Center or a career planning/ development office. Even if your Career Center isn't particularly helpful in terms of careers in feminism or non-profit job opportunities, it could still be helpful as you try to prepare your resume and cover letters. Your Career Center most likely offers handouts or handbooks on these skills, which include samples. Many centers also conduct resume writing workshops, and counselors at the Career Center are often willing to review your resume and give you suggestions for improvement. Don't forget to consult your Career Center about interviewing skills and follow-up letters.

Professors

Ask a professor who knows you well to review your resume and cover letter. Most professors have seen a great deal of resumes over the years, and know what to look for in a strong resume.

Friends

Do not hesitate to ask peers to proofread your resume for errors and inconsistencies. The more eyes that review it, the better.

ADDITIONAL RESOURCES

Internet Sites

As with most websites, you will need to “poke around” on these sites in order to find the information most helpful to you.

Archeus <http://www.golden.net/~archeus/reswri.htm>

Career Center <http://www.provenresumes.com>

Jobweb <http://www.jobweb.org/catapult/guenov/restips.html>

Books

Rather than purchasing these or any other resource books, try your library first, or get a copy from your Career Center.

The College Women's Handbook, Rachel Dobkin and Shana Sippy (Workman Publishing, 1995).

The Knock 'Em Dead Series, Martin Yate (Adams Publishing, 1995).

The Smart Woman's Guide to Resumes and Job Hunting, Julie Adair King and Betsy Sheldon (Career Press, 1993).

Through the Brick Wall, Kate Wendleton (Villard Books, 1992).

201 Killer Cover Letters, Sandra Podesta and Andrea Paxton (McGraw-Hill, 1996).

Additional Actions

FINDING MONEY ON CAMPUS FOR PRO-CHOICE FEMINIST INTERNSHIPS

One of the best ways to prepare yourself for the job application process after graduation is to apply for and participate in internships with feminist, pro-choice, and progressive organizations. Not only will this experience benefit those who later apply for paid positions with these organizations, but the experience will be an asset to any job application. Unfortunately, most internships with non-profit organizations are unpaid, or can offer only small weekly or monthly stipends. Therefore, students must either find other part-time work to pay their way through the experience, or find funding for the internship elsewhere.

Many colleges and universities offer scholarships for summer or semester long internships. In order to find out about what money is available through your school, you should consult the staff at your Career Center. You might also inquire about funding from academic departments, such as Women's Studies or Political Science. Alumni are another great resource, and you can inquire about possible alumni scholarships through your Alumni Office. Additionally, there are a number of national internship scholarship programs, which you can learn about through your Career Center or on the web. Your library might also have books on raising funds for internships.

**For more fundraising tips, refer to www.FeministCampus.org.*

GROUP FUNDRAISERS FOR INTERNSHIPS

In addition to researching internship funding individually, members of the Leadership Alliance can work together to raise funds. One possibility is to establish a Leadership Alliance scholarship fund. This fund can offer a student member of the Leadership Alliance (to be chosen by an independent committee of faculty and students or group vote) money towards interning at a pro-choice feminist organization. In addition to seeking university funds for the scholarship, your Leadership alliance can conduct a number of fundraisers. For ideas, consult www.FeministCampus.org.

PANEL DISCUSSION ON FEMINIST INTERNSHIPS

This action involves inviting students who have participated in internships with non-profit feminist and progressive groups to speak regarding their experiences. The action can involve a collection of approximately six students who have interned with a variety of organizations in the U.S. and abroad. The idea is to provide interested students the opportunity to learn about the value of interning, as well as some tips on securing internships. If in the area, the Feminist Majority Leadership Alliance Campus Organizers will be happy to participate in the panel discussion.

**For a more detailed "how to" on organizing a panel discussion, refer to the "Feminist Career Panel" action portion of Unit 9.*

Feminist Student
1724 Fairfax Avenue
Hanover Park, CA 98765
phone: (123)456-7890 email: *student@feminist.org*

CAREER OBJECTIVE A challenging position in a nonprofit, feminist organization.

EDUCATION University of California
Bachelor of Arts, June 2003.
Major: Political Science. Minor: Women's Studies.
GPA: 3.6. Honors: Dean's List, Magna Cum Laude.

Center for Global Education. Cuernavaca, Mexico.
"Gender and the Environment: Latin America."

EXPERIENCE Planned Parenthood. Walnut Creek, CA. 9/02 – 5/03.
Reproductive Health Counselor. Interviewed, selected, and enrolled participants in ongoing research study on the use of methotrexate and misoprostol for early medical abortion. Coordinated patients' clinic visits. Provided comprehensive options counseling and support.

Feminist Majority Foundation. Arlington, VA. 6/02 – 8/02.
Intern. Researched and wrote materials on feminist priorities in the federal budgetary process. Collaborated with a team of interns to organize affirmative action lobby day for over 200 college students.

Admissions Office. Berkeley, CA. 9/00 – 12/01.
Office Assistant. Greeted, accommodated, and directed visitors. Answered and screened incoming phone calls. Handled travel plans. Provided word processing support.

CAMPUS ACTIVITIES Women's Coalition. 9/01 – 5/03.
Chair. Created and hosted 2nd Annual Student Feminist Conference. Produced, edited, and contributed to student feminist publication.

C.A.R.E. (Campus Acquaintance Rape Education). 9/01 – 5/03.
Peer Education Facilitator Completed semester long training course which covered societal reasons for violence against women, legal definitions/recourse to sexual assault, and sensitized to emotional/physical effects of assault. Facilitated 3 hour workshops addressing single sex issues and communication between the sexes.

COMMUNITY SERVICE Mentors in Action. Berkeley, CA. 9/00 – 5/02.
Tutored and mentored sixth grade student during weekly meetings.

SKILLS Computer: Windows 2000, Microsoft Word, Excel, Word Perfect.
Language: Proficient in Spanish.



Sample Cover Letter

Feminist Student
1724 Fairfax Avenue
Hanover Park, CA 98765

June 1, 2003

Feminist Majority Foundation
1600 Wilson Boulevard, Suite 801
Arlington, VA 22201

Dear Ms./Mr. Employer,

I am writing to apply for the position of Campus Organizer for the Feminist Majority Foundation *Choices* Campus Leadership program. The position immediately struck me as well suited to my interests and experience.

As my resume indicates, I have a longstanding commitment to feminism, which I have developed through a variety of employment and extracurricular experiences during my college years. As a campus activist at the University of California, I led the Women's Coalition, successfully jump starting what had been a relatively inactive organization. The group produced a monthly newsletter, to which I contributed as a writer and editor. This past semester, the Women's Coalition hosted the 2nd Annual Student Feminist Conference. The conference, which hosted 75 feminist women and men, was planned and executed by myself and three other college students.

In addition to my experience as a campus leader, I have worked with both Planned Parenthood and the Feminist Majority Foundation. Through these experiences, I gained familiarity with some of the most pressing issues facing young women today and developed organizing, counseling, and research skills.

I feel that I will prove to be your most qualified candidate both because of my personal dedication to the feminist movement and my past successes in the field. It is truly a pleasure to submit my credentials for your review. I am fully committed to your mission and would be honored to work directly with your organization. I will contact you next week to discuss my qualifications and the possibility of an interview for the Campus Organizer position.

Thank you for your time and consideration.

Sincerely,

Feminist Student

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- Compc, Kim, Carla Lewis, Sharon A. Stoneback, and Mary Beth Weaver. *Preparing to Lead: The College Women's Guide to Internships and Other Public Policy Learning Opportunities in Washington, DC*. Washington, DC: Public Leadership Education Network (PLEN), 1992.
- Gale Research. *Encyclopedia of Associations*. Detroit, MI: Gale Research, Annual.
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- Peterson's Internships 1998: More Than 40,000 Opportunities to Get an Edge in Today's *Competitive Job Market*. Princeton, NJ: Peterson's, Annual.
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