5 Steps of the SIPA Job and Internship Search
**5 STEPS OF THE SIPA JOB AND INTERNSHIP SEARCH PROCESS**

1. **Step One: Assess Yourself and Schedule Time**
   - Take a long hard look at yourself—your skills, interests, and lifestyle preferences—and look for a career that fulfills your professional and personal needs. Once you’ve conducted a self-assessment, you should work toward identifying not only the industry you would like to pursue but the function within that industry as well. Set aside a certain amount of time each week for career research and networking and stick to it. Have a calendar and keep track of recruiter information sessions and career panels, relevant networking events, and scheduled interviews.

2. **Step Two: Research Your Career Goals**
   - Gather information on your field(s) of interest, by utilizing all of the OCS career resources. Read annual reports and visit the websites of the organizations that interest you. Search SIPAlink to learn about the types of positions available in your field. Know the following about your target organizations: description, competitors, global position, and industry. Read relevant online/print publications to stay abreast of industry trends.

3. **Step Three: Develop a Self-Marketing Strategy**
   - Summarize your career goals into a two-minute sales pitch. In addition to a desired job title, describe your ideal job responsibilities and preferred geographic location. The ability to verbalize your career goals in a concise statement is imperative and makes your presentation more powerful when networking with professionals in your field of choice. Make sure you have a polished, well-written, focused and concise resume and cover letter template.

4. **Step Four: Develop Your Network**
   - Meet professionals working within your field by attending employer information sessions, joining professional associations, joining professional social media sites (i.e. LinkedIn), contacting alumni for informational interviews, and by attending career panels and workshops at SIPA. Your classmates are also great resources for networking.

5. **Step Five: Target Organizations and Prepare for Job Interview**
   - Pick 10-15 employers of interest to you. Identify and write to hiring contacts and use networking contacts to facilitate a meeting. There is no one trick or fool-proof strategy to a successful interview. There are, however, skills to learn that will improve your chances. Performing mock interviews is a great way to practice and get feedback, and informational interviewing is also helpful to prepare you for the job interview.

**OCS can assist you through:**
- SIPAlink
- OCS Resource Room
- SIPA LinkedIn Group/SIPA Global Connections
- SIPA Career Coaching Program (SIPACC)
- Washington, DC Career Conference and NYC Career Series
- Career-related Events: information sessions, workshops, panels
- OCS Website (Career Resources section)

**OCS can assist you through:**
- Professional Development Course
- OCS Resource Room
- Resume and Cover Letter Reviews
- Career Advising
- Career-related Events: information sessions, workshops, panels
- OCS Website (Career Resources section)

**OCS can assist you through:**
- OCS Resource Room
- Professional Development Course
- SIPA LinkedIn Group/SIPA Alumni Directory
- Myers Briggs Type Indicator Workshop
- Career Advising