FOREIGN POLICY JOBS: FROM K STREET TO THE HILL

Tool Book
“By developing a citizenry that is enlightened and informed about international relations, the Foreign Policy Association performs an invaluable service to our country.”

– President Ronald Reagan
The Foreign Policy Association Global Career Boot Camps provide internationally minded individuals with the tools needed to realize successful careers in global affairs.

Established by the renowned Foreign Policy Association, Global Career Boot Camps offer specialized courses, networking opportunities and invaluable access to insider information for the next generation of global professionals.

No other institution gives you the practical information you need to prepare for, break into, or navigate your career in international affairs.
FOREIGN POLICY JOBS: FROM K STREET TO THE HILL

Tool Book

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WEBLINKS

www.bradtraverse.com - The Brad Traverse Group. No need to look further. Best in the biz. $5/month subscription fee w/one-time $10 registration fee. More than 2,500 jobs, updated daily.

INTERNATIONAL / FOREIGN AFFAIRS

http://www.fpa.org/jobs Foreign Policy Association’s Global Job Board
http://www.devex.com/us about us
The United Nations Development Group (UNDG) unites 32 UN funds, programmes, agencies, departments, and offices
http://www.undg.org/index.cfm?P=1032
The National Democratic Institute for International Affairs http://www.ndi.org/employment/currentemploy.asp
http://www.interaction.org (for jobs in international relief and development)
http://www.dev-zone.org (international)
http://ReliefWeb.net (international)
http://www.IntJobs.org (international)
http://www.internationaljobs.org/hotjobs.html

INTERNATIONAL RELIEF ORGS

Academy for Educational Development - DC & International
Action Against Hunger – Jobs & Internships – New York & International
ActionAid USA
American Jewish World Service – DC, New York & San Francisco
American Red Cross – dozens of opportunities in DC area; many more nationwide/international
American Refugee Committee International
Bill & Melinda Gates Foundation (search DC location, or as noted)
Bread for the World
CARE – multiple opportunities in major US cities & International
CHF International
Doctors Without Borders
FINCA International: DC-based
International Medical Corps
International Rescue Committee
Lutheran World Relief - Baltimore, MD
Malaria No More
ONE Campaign
Oxfam America
Save the Children
UNICEF USA – New York
Water.org
World Vision – multiple program & admin opportunities in DC area

HUMANITARIAN ORGANIZATIONS

Amnesty International <http://www.amnesty.org/en/jobs_all/internships>
American Jewish World Service<http://www.ajws.org/who_we_are/jobs/2010_summer_internship.html>- DC, New York & San Francisco - Mar. 1
American Red Cross <https://www.americanredcross.apply2jobs.com/index.cfm>
and Intern, International Humanitarian Law<https://www.americanredcross.apply2jobs.com/index.cfm?fuseaction=mExt...>
CHF International <http://www.chfinternational.org/faqs>
FINCA International<http://www.farmsanctuary.org/get_involved/jobs/intern Listings.html>- select Internship category
Friends of the Global Fight Against AIDS, Tuberculosis & Malaria<http://www.theglobalfight.org/#careers/>  
Global Action for Children<http://www.globalactionforchildren.org/index.php/pages/about/jobs_int...>  
InterAction <http://www.interaction.org/interaction-internship-program>  
International Medical Corps<http://www.imcworldwide.org/Page.aspx?pid=494>- click on "headquarters opportunities" - note: links appear not active when you mouse over them, but click and you'll get results  
International Rescue Committee<http://the.taleo.net/NA2/ats/careers/jobSearch.jsp?org=IRC&cw=1>-  
DC and other cities - search "intern" category  
International Rights Advocates<http://www.iradvocates.org/internships.html>  
Malaria No More <http://www.malarianomore.org/info/jobs>  
National Peace Corps Association<http://www.peacecorpsconnect.org/internships>  
ONE Campaign <http://www.one.org/us/about/896/>  
Oxfam America<http://www.oxfamamerica.org/showeare/jobs/available-positions/climate...>- Climate Change Intern  
PATH<http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.we...>- DC & Seattle, WA  
Plan USA <http://www.planusa.org/jobopps>- Warwick RI - DC?  
Refugees International<http://www.refintl.org/who-we-are/jobs-fellowships-internships/intern...>  
Results Educational Fund<http://www.results.org/about/jobs_and_internships/>  
Save Darfur Coalition<http://www.savedarfur.org/pages/jobs/>  
Save the Children<http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.we...>-  
DC & Westport, CT  
Share Our Strength <http://strength.org/about/jobs/>  
Soujourners<http://www.sojo.net/index.cfm?action=about_us_internships>-  
United Nations World Food Program<http://www.wfp.org/about/vacancies/internship>  
USAI<http://www.ghp.net/content.fsp?id=40882>- Global Health Internship/Fellowship - Feb. 5  
US Committee for the UN Development Program<http://www.undp-usa.org/about/intern.html>  
Visions In Action <http://www.visionsinaction.org/index.php?option=com_content&task=view...>  
WaterAid America<http://www.wateraidamerica.org/get_involved/volunteer.aspx>-  
DC & New York  
World Vision<http://www.worldvision.org/content.nsf/about/hr-internships-locations...>-  
DC, Federal Way Washington & other major cities

INTERNATIONAL & DOMESTIC POLICY THINK TANKS

1) Africa Policy Information Center<http://www.africaaction.org/about/jobs.php>  
2) American Council for Voluntary International Action<http://www.interaction.org/interaction-internship-program>  
3) American Enterprise Institute<http://www.aei.org/aei-website/managed-content/site-pages/about/intert...>  
4) American Foreign Policy Council<http://www.afpc.org/about_us/opportunity/1>  
5) American Institute for Contemporary German Studies<http://www.aicgs.org/about/internships.aspx>- also note Development Intern<http://www.aicgs.org/about/opportunities/devintern.aspx>  
7) America Speaks <http://americaspeaks.org/about/jobs/>  
8) Aspen Institute<http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.we...>  
9) Atlantic Council of the United States<http://www.acus.org/about/employment-internships/internship-opportuni...>  
10) Bipartisan Policy Center<http://www.bipartisanpolicy.org/about/jobs>  
12) Brookings Institution<http://www.brookings.edu/about/employment/internships.aspx>  
13) Cato Institute<http://www.cato.org/jobs/intern/>  
19) Center for American Progress<http://www.americanprogress.org/aboutus/intern>  
20) Center for Defense Information<http://www.cdi.org/about/internships.cfm>  
22) Center for Law & Social Policy<http://www.clasp.org/page?id=0012>  
24) Center for Responsive Politics<http://www.opensecrets.org/about/intern.php>  
26) Center on Budget & Policy Priorities<http://www.cbpp.org/jobs/index.cfm?f=internships>  
28) Council on Foreign Relations<http://www.cfr.org/about/career_opportunities/internships.html>-  
DC & NYC  
30) Competitive Enterprise Institute<http://cei.org/internships>  

*Economic Policies in the 21st Century* e21<http://economics21.jobscore.com/jobs/economics21/intern/a7iMRO6pqr3Ob...>
31) Economic Opportunity Institute <http://www.eoionline.org/about/jobs.htm>- Seattle, WA
32) Economic Strategy Institute <http://www.econstatistician.org/index.php?option=com_content&amp;task=view&amp;id=26...>
33) Education Sector <http://www.educationsector.org/page/intern-education-sector>
34) Eisenhower Institute <http://www.eisenhowerinstitute.org/>
35) Ethics & Public Policy Center <http://www.eppc.org/about/pageID.26/default.asp>
36) Environmental Law Institute <http://www.eli.org/About/employment.cfm>
37) Eurasia Foundation <http://www.eurasia.org/jobs/db/view.aspx?id=63>-
38) Federation of American Scientists <http://www.fas.org/about/jobs.html>
41) FreedomWorks <http://www.freedomworks.org/about/internships>- Apr. 2
43) Fund for Peace <http://www.fundforpeace.org/web/index.php?option=com_content&amp;task=vie...>
45) Henry L. Stimson Center <http://www.stimson.org/about/?SN=AB2001110511>- Mar. 1
46) Heritage Foundation <http://www.heritage.org/About/Internships/AppProcess.cfm>-
47) Hudson Institute <http://hudson.org/learn/index.cfm?fuseaction=internship_home>-
48) Institute for Humane Society <http://www.ihs.org/about/jobs.html>- George Mason U.- Mar. 15
49) Institute for Policy Studies <http://www.ips-dc.org/about/joinus>
50) Institute for Women’s Policy Research <http://www.iwpr.org/about/jobs.html>-
51) Joint Center for Political & Economic Studies <http://www.jointcenter.org/index.php/about_the_joint_center/...>
52) Joint Center for Policy Alternatives <http://www.jcap.org/about/jobs.cfm>-
53) Joint Center for Political & Economic Studies <http://www.jointcenter.org/index.php/about_the_joint_center/internshi...>
54) Mansfield Foundation <http://www.mansfieldfdn.org/about_fdn/internship.htm>-
55) Media Research Center <http://www.mrc.org/jobs/jobs.aspx> (scroll down)
56) Media Research Center <http://www.middletowncenter.org/home/internships.aspx>
57) Migration Policy Institute <http://www.migrationpolicy.org/about/internships.php>
58) National Center for Public Policy Research <http://www.ncppr.org/ContentDetails.aspx?id=2279>-
59) National Endowment for Democracy <http://www.ned.org/employment.html>-
60) National Endowment for Democracy <http://www.ned.org/employment.cfm>-
61) National Security Archive <http://www.nsip.org/About/Internships/20&20Fellowships/internships...>
62) National Security Archive <http://www.nsaarchive.archive/intern.html>-
63) New America <http://www.newamerica.net/about/employment_opportunities>-
64) New York University - Washington Institute <http://www.yale.edu/7Ensarchive/nsa/archive/intern.html>-
65) New America Foundation <http://www.newamerica.net/about/employment_opportunities>-
66) Pew Charitable Trusts <http://www.jobs-pct.icims.com/jobs/intro>-
67) Pew Charitable Trusts <http://www.jobs-pct.icims.com/jobs/intro>-
68) Progressive Policy Institute <http://www.ppionline.org/ppi_sub.cfm?knlgAreaID=87&subsecid=64>-
69) Public Forum Institute <http://www.publicforuminstute.org/about/employment.asp>
70) RAND Corporation <http://www.rand.org/about/edu_op/fellowships/gsap/>- Summer Associate Program, graduate students only
71) Resources for the Future <http://www.rff.org/jobs.cfm>-
72) Roosevelt Institute <http://www.rooseveltcampusnetwork.org/get-active/internships/roosevelt...>
73) Third Way <http://www.thirdway.org/internships>
74) Urban Institute <http://www.urban.org/about/careers/internships.cfm>-
75) Woodrow Wilson International Center <http://www.wilsoncenter.org/index.php?option=com_content&amp;task=view&amp;id=22...>-
78) World Resources Institute <http://www.wri.org/jobs> (scroll down)
79) World Security Institute <http://www.worldsecurityinstitute.org/jobs.cfm>-
80) World Watch Institute <http://www.worldwatch.org/taxonomy/term/33>-
81) Worldwatch Institute <http://www.worldwatch.org/employment.cfm>
82) Worldwatch Institute <http://www.worldwatch.org/employment.cfm>-
85) Congressional Budget Office <http://www.cbo.gov/employment/intern.cfm>-
86) Congressional Management Foundation <http://www.cmfweb.org/index.php?option=com_content&amp;task=view&amp;id=22...>-
87) Congressional Research Service <http://www.loc.gov/crsinfo/volunteer>
95) Library of Congress<http://www.loc.gov/hr/employment/index.php?action=Fellowships.showHome>-
96) Morris K. Udall Foundation Native American Congressional Summer Internship
Program<http://udall.gov/OurPrograms/NACInternship/NACInternship.aspx>
97) National Governors Association<http://www.nga.org/portal/site/nga/menuitem.f1f3868f47daed5ae8eb856a...
98) Washington offices of selected Governors<http://www.nga.org/portal/site/nga/menuitem.2a99b226b4b22be006f79af05...>
Complete listing of U.S. Governors<http://www.nga.org/portal/site/nga/menuitem.115cda3d1657e205f5f79af05...>
Congressional Hispanic Congress Institute<http://www.chci.org/internships/>- Feb. 5

NONPROFITS

- http://foundationcenter.org/pnd/ (go to “job corner”)
- http://careers.nonprofitadvancement.org/search.cfm (for jobs in DC)
- http://www.cof.org (see Job Bank; for jobs at grantmaking foundations)
- http://www.developpro.com (for fundraisers)
- http://www.nonprofitcareer.com
- http://mpnonline.org
- http://www.npxpress.com
- http://www.idealist.org (especially for job-seekers early in their career)
- http://www.devnetjobs.org (international)
- http://www.NPTimes.com (see Employment Marketplace)
- http://OpportunityNocs.org
- http://www.WashingtonJobs.com (see Communities, then see Nonprofits and Associations)
- http://www.AllianceOnline.org
- http://www.pnp-inc.com (for jobs in New York City metro area)
- http://jobs.associationtrends.com/c/search_results.cfm?site_id=138 Association Trends Online
- http://nonprofitjobmarket.org/searchResults.aspx

THINK TANKS

- American Enterprise Institute for Public Policy Research (AEI) / http://www.aei.org/jobcenter Washington, DC
- American Foreign Policy Council (AFPC)
- American Institute for Contemporary German Studies (AICGS)
- The Aspen Institute
- Association on Third World Affairs, Inc. (ATWA)
- Atlantic Council of the United States (ACUS)
- Atlas Economic Research Foundation / Fairfax, VA
- The Brookings Institution
- Carnegie Endowment for International Peace
- Cato Institute
- Center for Defense Information (CDI)
- Center for Economic and Policy Research (CEPR)
- Center for International Private Enterprise (CIPE)
- Center for National Policy (CNP)
- Center for Public Policy and Contemporary Issues-Institute for Public Policy Studies, University of Denver (CPPCI) / Denver
- Center for Strategic and International Studies (CSIS)
- Committee for Economic Development (CED) / New York, NY, United States
- Council on Foreign Relations (CFR) / New York, NY, United States
- Education Sector
- Earth Policy Institute
- Economic Policy Institute (EPI)
- Economic Strategy Institute (ESI)
- The Edwin O. Reischauer Center for East Asian Studies, The Paul H. Nitze School of Advanced International Studies, Johns Hopkins University
- Employee Benefit Research Institute (EBRI)
- Ethics and Public Policy Center (EPPC)
- Henry L. Stimson Center
- The Heritage Foundation
- Hoover Institution on War, Revolution and Peace / Stanford, CA
- Hudson Institute
- The Information Technology and Innovation Foundation (ITIF)
- Institute for International Economics (IIE)
- Inter-American Dialogue (IAD)
- International Food Policy Research Institute (IFPRI)
- Joint Center for Political and Economic Studies (JCPES)
- The Mansfield Center for Pacific Affairs (MCPA)
- The Maureen and Mike Mansfield Foundation (MMMF)
- National Health Policy Forum (NHPF)
- New America Foundation
- The Nixon Center
- Northeast-Midwest Institute
- OMB Watch
- Phoenix Center for Advanced Legal & Economic Public Policy Studies
- Project for the New American Century (PNAC)
- RAND
- Resources for the Future (RFF)
- United States Institute of Peace (USIP)
- The Urban Institute
- Vanderbilt Institute for Public Policy Studies (VIPPS) / Nashville, TN
- The Washington Institute for Near East Policy
- Woodrow Wilson International Center for Scholars (WWICS)
- World Resources Institute (WRI)
- Worldwatch Institute

COMMUNICATIONS/ PR

http://www.prsa.org/jobcenter/candidates/jobs.asp -- The Public Relations Society of America
http://jobs.prnewsonline.com/c/search_results.cfm?site_id=1691 Pr News Online
http://publicaffairsjobs.blogspot.com/
http://www.mediabistro.com/joblistings
Republican Communications Association – http://www.rcaweb.org
http://www.iabc.com/messages/job_postings/1.html -- International Association of Business Communicators
http://www.cyberjournalist.net/joblinks.htm
http://oir.usc.edu/jobboard/header.cfm
http://www.journalismjobs.com/Search_Jobs_all.cfm - Journalism jobs
Tech/PR/ PA jobs in progressive orgs
International Association of Business Communicators - http://www.iabc.com/messages/job_postings/1.html
MEDIA JOBS NEWSLETTER MediaJobs-subscribe@yahoogroups.com http://www.cyberjournalist.net/joblinks.htm
Online Journalism (US)- http://oir.usc.edu/jobboard/header.cfm
Federation of International Trade Associations http://careerhq.fita.org/jobs

PR FIRMS

Adfero Group – http://www.adfero.com/
APCO Worldwide: http://www.apcoworldwide.com
Brand Bureau
Brodeur Partners – DC, New York, Phoenix, Boston
Burson-Marsteller (www bm.com)

- 8 -
Chlopak, Leonard, Schechter & Associates – DC
Collaborative Communications Group: http://www.collaborativecommunications.com
Davies Public Affairs – California locations plus Alexandria, Va
DBC PR + New Media - http://www.dbcpr.com/
Edelman – www.edelman.com
Eneronics - DC and Canada
Epic Media Relations
Glover Park Group
GMWR
Hill & Knowlton – resume submission info
Jones Public Affairs
Ketchum – www.kethcum.com
Leonard Resource Group
Levick Strategic Communications
LipmanHearne
The Merritt Group
MWW Group - http://jobs-mwwgroup.icims.com
Ogilvy PR - http://www.ogilvypr.com/
O’Keeffe & Company – extensive list of position descriptions
Porter-Novelli: more opportunities nationwide
Potomac Communications Group
Quorvis
Rendon Group
Rock Creek Strategic Marketing – http://www.rockcreeksm.com/about/careers/
Ruder-Finn
Smith & Harroff
SpeakerBox
Spectrum Communications - http://www.spectrumscience.com/overview.html
Strat@comm – http://www.stratacomm.net
Susan Davis International
The Wade Group
Wisemeyer Communications - http://www.widmeyer.com/
Xenophon Strategies – accepting applications at all experience levels,

MEDIA & RELATED ORGANIZATIONS

ABC News
America Abroad Media
Atlantic Media – publishes The Atlantic, National Journal, Congress Daily, Hotline, Government Executive and more)
Black Press Institute
CBS News
Center for Public Integrity
City Paper
CNN/Time-Warner – includes AOL & Time
Congressional Quarterly
C-Span
Discovery Communications
Dow Jones/Wall St. Journal - main careers search page
ESPN980
Foreign Policy
Foreign Service Journal
Fox
Fox local affiliates - WTTG & WDCA
Gannett Corp. - additional info
Hedrick Smith Productions
Huffington Post
The Hill
Institute for Humane Studies
MSNBC
NBC
The Nation-
National Press Club - Journalism Jobs
National Public Radio
National Review
The New Republic
Newsweek's
New York Times
PBS - also see their helpful links to public television station career pages
Politico
Radio One - nationwide opportunities
Reporters Committee for Freedom of the Press
Roll Call
Science
Sirius/XM
Slate
Stateline
United Press International http://about.upi.com/employment/
USA Today
Voice of America
Washington Post
Washington Times
Washingtonian
WETA
WJLA
WUSA9
Asian American Journalists Association
American Copy Editors Association job board
List of weekly newspapers
The Weekly Standard
Women's Institute for Freedom of the Press
A robust and journalism-rich Internship feed www.com.washington.edu/facilities/jobs/viewbytag.m?id=12
American Copy Editors Association job board<http://groups.yahoo.com/group/ACESjobs/>
List of weekly newspapershttp://aan.org/alternative/Aan/NewsweeklyDirectory
Journalism Organizations<http://www.ajr.org/News_Wire_Services.asp?MediaType=11>

CONSERVATIVE ORGANIZATIONS

http://en.wikipedia.org/wiki/Category:Conservative_organizations_in_the_United_States
http://en.wikipedia.org/wiki/Category:Conservative_think_tanks_based_in_the_United_States
http://www.aei.org/aei-website/managed-content/site-pages/about/job-opportunities.html
http://www.heritage.org/About/Careers/
http://action.afa.net/
http://www.bradleyfdn.org/default.asp
http://adti.net/
http://spectator.org/
http://www.cis.org/
http://www.centerforsecuritypolicy.org/index.xml
http://www.discovery.org/csc/aboutCSC.php
http://www.freecongress.org/Default.aspx
Charles G. Koch Charitable Foundation  https://cgkfoundation.ats.hrsmart.com/cgi-bin/a/alljobs.cgi
Pacific Research Institute  http://liberty.pacificresearch.org/jobs/default.asp
Americans for Prosperity  http://americansforprosperity.org/about/jobs
FreedomWorks  http://www.freedomworks.org/
Conservatives for Patients' Rights  http://www.cprights.org/
60 Plus Association  http://www.60plus.org/default.asp
The National Legal and Policy Center  www.nlpc.org
Institute for Justice  www.ij.org
The Clare Boothe Luce Policy Institute  www.cblpi.org
Institute for Humane Studies  www.theihs.org/jobs
The Free Enterprise Nation  http://www.thefreeenterprisenation.org/home.aspx
Republican National Committee
NRCC Internship Opportunities
Republican Senatorial Campaign Committee Internship Opportunities
Republican State Parties
Republican Governors Association
National Federation of Republican Women
International Republican Institute
more GOP groups, including local organizations

PROGRESSIVE ORGANIZATIONS

http://lakehillsliberals.org/resource/50LiberalOrganizations.htm
Center for American Progress  http://www.americanprogress.org/aboutus/jobs
DCCC -  http://www.dccc.org/action_center/jobs/
http://www.diversityinc.com/careers/jobsearch.cfm
Tech/PR/ PA jobs in progressive orgs
Democratic Senatorial Campaign Committee  http://www.dscc.org/about?type=internships>
Congressional Black Caucus Foundation
Congressional Hispanic Congress Institute
Democratic State Parties
Democratic National Committee
Democratic Governors Association
21st Century Democrats
Democratic Leadership Council
Democratic Legislative Campaign Committee
DCCC Jobs Bank and Internship Opportunities
National Jewish Democratic Council
New Democrat Network

ENVIRONMENTAL ORGANIZATIONS

African Wildlife Foundation
Alice Ferguson Foundation
Amazon Conservation Association
Amazon Watch
American Bird Conservancy
American Farmland Trust
American Forest Foundation
American Rivers
Appalachian Voices
Association of Fish & Wildlife Agencies
Audubon Society
Beyond Pesticides
Blue Green Alliance
Casey Trees
Center for Clean Air Policy
Center for Biological Diversity
Chesapeake Bay Foundation
Clean Water Action
Climate Institute
Climate Laborsation Fund
Conservation Law Foundation
Consortium for Ocean Leadership
Council on Environmental Quality
Conservation International
Defenders of Wildlife
Ducks Unlimited
Earth Day Network
EarthJustice
EARTHWORKS
Environment America
Environmental Defense Fund
Environmental & Energy Study Institute
Environmental Law Institute
Environmental Working Group
Food & Water Watch
Friends of the Earth
Global Green USA
Greenpeace
Green Seal
Heinz Center for Science, Economics & the Environment
ICF International
Institute for Sustainable Cities
Izaak Walton League
League of Conservation Voters
Marine Conservation Biology Institute
Mountain Institute
National Association of Conservation Districts
National Council for Science & the Environment
National Fish & Wildlife Foundation
National Geographic Society
National Parks Conservation Association
National Parks Foundation
National Sustainable Agriculture Coalition
National Wildlife Federation
Natural Resources Defense Council
Nature Conservancy
Ocean Conservancy
Ocean Conservancy
Pew Environment Group
Piedmont Environmental Council
Pinchot Institute for Conservation
Potomac Conservancy
Public Employees for Environmental Responsibility
Rails to Trails Conservancy
Rainforest Alliance
Rare Planet
Scenic America
Sierra Club
Solar Energy Industries Association
Theodore Roosevelt Conservation Partnership
Trout Unlimited
Trust for Public Land
Union of Concerned Scientists
United Nations Environment Programme
Water Environment Federation
Wilderness Society
Wildlife Conservation Society
World Resources Institute
World Wildlife Fund
Worldwatch Institute

EDUCATION

http://www.higheredjobs.com
http://hr.georgetown.edu
http://www.fcps.edu/DHR (Fairfax County Public Schools)
http://www.teachforamerica.org
http://careers.gmu.edu
http://www.gwu.edu/employment/careersatgw
http://www.american.edu/careers

ADVOCACY/TRADE ORGANIZATIONS

AAA Mid-Atlantic
AARP
AFL-CIO Solidarity Center
AIPAC
Alliance for Global Education
Alliance for Justice
Alliance to Save Energy
American Apparel & Footwear Association
American Bankers Association
American Bankruptcy Institute
American Bar Association
American Diabetes Association
American Farmland Trust
American Lung Association
American Youth Policy Forum
AmericaSpeaks
Arab American Institute
Asian American Justice Center
Athletes for Hope
Becky's Fund
Best Shot Foundation
Blue Cross/Blue Shield Association
Boys & Girls Clubs of America
Center for Community Change
Center for Science in the Public Interest
Children's Defense Fund
Citizens for Responsibility & Ethics in Washington
Coalition to Stop Gun Violence
Conference on Asian Pacific American Leadership
Constitution Project
Consumer Electronics Association
Consumers Union
Convergence DC
Cystic Fibrosis Association
Drug Policy Alliance Network
Farm Sanctuary
Financial Industry Regulatory Authority
HALT (Help Abolish Legal Tyranny)
Generations United
Human Rights First
Human Rights Watch
International Institute for Conflict Prevention & Resolution
International Peace Operations Association
Marijuana Policy Project
THE WHITE HOUSE

The White House Office of Presidential Personnel - The White House Office of Presidential Personnel is not only responsible for placing people in political jobs at the White House (including the West Wing, the Eisenhower Executive Building - formerly the Old Executive Office Building - and the entire White House complex) but is also responsible for placing all political staff at all the Executive Branch Departments throughout Washington - re: Dept of State, Dept of Labor, Dept of Commerce, etc. For more information on how to apply for political positions at the White House and the Executive Branch Departments, call 202-456-9713. The Fax is: 202-456-1121. If you would like to write for information, the address is: The Office of Presidential Personnel, The White House, 1600 Pennsylvania Ave NW, Washington, DC. 20502. To fill out an on-line application to be considered for White House / Administration positions, please click on: https://sawho04.eop.gov/cgi-bin/appointments To print and fill out an off-line application to be considered for White House / Administration positions, please click on: http://www.whitehouse.gov/appointments/offline.html Completed applications should be sent to: The Office of Presidential Personnel, The White House, 1600 Pennsylvania Ave NW, Washington, DC. 20502.


FEDERAL AGENCIES


Customs & Border Protection Jobs - With a budget in the neighborhood of $11 billion per year, Customs and Border Protection (CBP) is responsible for guarding the borders and shoreline of the United States.

Central Intelligence Agency - On-line database of jobs at the CIA. Log on to their web-site at:


Drug Enforcement Agency Jobs - The mission of the DEA is to enforce controlled substances laws in the United States, with primary responsibility for illegal drug trafficking. An extensive background check is required for DEA work, plus a minimum of a Bachelor's Degree in criminal justice, economics, political science, finance or other related fields.

U.S. Department of Education - Information on job openings at the U.S. Dept. of Education. The U.S. Department of Education job listings can be obtained by phone from 8:30 am until 4:00 pm, Monday through Friday (except Holidays) at: (202) 205-3885. Their 24 hour job vacancy hotline can be reached at: (202) 401-0559. Job listings on their web-site: http://www.ed.gov/offices/OM/edjobs.html


U.S. Environmental Protection Agency - On-line information of EPA jobs. Log on to their web-site at: http://www.epa.gov/epahrist

U.S. Department of Health and Human Services - Information on HHS jobs. Log on to their web-site at: http://jobssearch.usajobs.opm.gov/a9hhs.asp

Career Opportunities with CMS: http://www.cms.hhs.gov/CareersatCMS/


Internal Revenue Service Jobs - While there are a number of IRS bureaucrats based in the nation's capital, there are many more in regional collection offices -- from Utah to Atlanta and points in between. The most common job at the IRS is an Internal Revenue Agent, who typically earns between $67,000 and $95,000/year. Revenue officers work directly with taxpayers to collect delinquent accounts, and for this stressful job, they earn an average of $38,000 to $45,000/year.


U.S. Department of Justice - Information on applying for positions at the Department of Justice. There is a 24 hour job hotline that can be called at: 202-514-3396. For info on other job openings with the INS, the U.S. Marshals, the Border Patrol, and DOJ Attorney positions log on to: http://www.usdoj.gov/06employment/index.html

Federal Bureau of Investigation - FBI job information can be found on their web-site. Log on to their web-site at: http://www.fbi.gov/employment/employ.htm


Library of Congress


U.S. Department of State - Information on becoming a Foreign Service Officer, Foreign Service Specialist or Civil Service employee for the U.S. Department of State. Log on to their web-site at: http://www.state.gov/employment.cfm

Transportation Security Administration Jobs - Created after 9/11 to increase security at airports, the Transportation Security Administration (TSA) hires all those security agents you have undoubtedly encountered if you have flown at all in the last nine years. Transportation Security Officers (TSOs) are needed in every airport across America, and they offer full-time health care benefits, even for part-time employees. Pay is relatively low, however, ranging from $24,000 to $37,000/year.
U.S. Department of Transportation - To view DOT positions, go to the US Gov Dept of Personnel Management at: http://www.usajobs.opm.gov/ and click on search agency. DOT vacancy announcements are also available through the TASC DOT Connection Fax-On-Demand system at (202) 366-9397 or outside the Washington, D.C. area call (800) 525-2878. Job information in specific DOT divisions is as follows: * United States Coast Guard (civilian jobs), * U.S. Maritime Administration (MARAD), * Federal Transit Administration (FTA), * Federal Aviation Administration (FAA), * National Highway Traffic Safety Administration (NHTSA).

U.S. Treasury Department - The Treasury Department offers you opportunities to work in 14 different bureaus with careers in law enforcement, international economics, banking, accounting, marketing, law, and information technology. Log on to their web-site at: http://www.ustreas.gov/jobs/.

U.S. Department of Veterans’ Affairs - On-line information of VA Department jobs. Log on to their web-site at: http://www.va.gov/jobs/index.cfm

U.S. Secret Service - Information on becoming United States Secret Service Agent and other positions. Contact the Secret Service Personnel Division at (202) 406-5800, (888) 813-8777 or (888) 813-USSS. This is part of of the U.S. Treasury Department. Their web-site is at: http://www.ustreas.gov/usss/index.htm?opportunities.htm


Federal Goverment – summer jobs for students - http://www.studentjobs.gov/

CONGRESSIONAL
US House of Representatives Vacancy Listing
US Senate Vacancy Listing

DC-BASED INTERNSHIPS

*Advocacy Orgs/ Trade Association*

AARP http://www.aarp.org/aarp/About_AARP/articles/Internship_Opportunities...
AFL-CIO Solidarity Center http://www.solidaritycenter.org/content.asp?p=409&sl=409&contentid=915
Alliance for Global Education http://www.allianceglobealed.org/pdfs/Alliance_Intern_Job_Description.pdf
Alliance to Save Energy http://iae.org/section/aboutus/internships/
American Apparel & Footwear Association http://www.apparelandfootwear.org/Resources/InternshipOpportunities.asp
American Bankers Association http://www.aba.com/About+ABA/AboutABA_career.htm
American Bar Association http://www.abanet.org/hr/interns/home.html
American Lung Association http://www.lungusa.org/about-us/careers/
American Youth Policy Forum http://www.aypf.org/about/employment.htm
AmericaSpeaks http://www.americaspeaks.org/index.cfm?fuseaction=Page.viewPage&pagei...
Arab American Institute http://www.aaaiusa.org/about/3529/employment
Asian American Justice Center http://www.advancingequality.org/opportunities/- Internships, Fellowships, Law Student Clerks
Athletes for Hope http://washingtondc.craigslist.org/dco/1563781324.html
Best Shot Foundation http://www.best-shot.org/internships/
Blue Cross/Blue Shield Association http://www.bcbs.com/careers/university-connections/- DC & Chicago, IL
Boys & Girls Clubs of America http://www2.ultirecruit.com/BOY1000/JobBoard/listjobs.aspx?Page=List...
Center for Community Change http://www.managementhelp.org/gen_rsrc/jobs/gen_jobs.htm
Center for Science in the Public Interest http://www.cspinet.org/about/jobs/200801042.html
Children’s Defense Fund http://www.childrensendefense.org/get-involved/ internship-program/
Citizens for Responsibility & Ethics in Washington http://citizensforethics.org/about/jobs#li> - undergrad & legal
207) Coalition to Stop Gun Violence <http://www.cssgv.org/about-us/internships>
210) Consumer Electronics Association <http://www.ce.org/AboutCEA/CEAInitiatives/237.asp>
212) Drug Policy Alliance Network <http://www.drugpolicy.org/about/jobsfunding/jobs/> - DC, New York, Berkeley & LA, Santa Fe, NM
213) Financial Industry Regulatory Authority <http://www.finra.org/AboutFINRA/Careers/p118066>
214) HALT <http://www.halt.org/internship_program/> (Help Abolish Legal Tyranny)
221) NAAACP Legal Defense Fund <http://naacpdf.org/content/pdf/jobs/Internship_Summer_2010.pdf> (pdf)
- Law Students - DC & New York - apply no later than January
222) National Association of Broadcasters <http://www.nab.org/documents/about/internships.asp>
223) National Association of Counties & City Health Officials <http://www.naccho.org/careers/headquarters/about_internship.cfm>
225) National Association of Manufacturers <http://www.nam.org/AboutUs/CareersattheNAM.aspx?ID=%7B61A21CD5-0AF0-...>
226) National Breast Cancer Coalition <http://www.stopbreastcancer.org/index.php?option=com_content&task=cat...
227) National Low Income Housing Coalition <http://www.nlihc.org/template/page.cfm?id=37>
228) National Marrow Donor Program <http://bne.taleo.net/NA7/ats/careers/searchResults.jsp?org=MARROW&cws=1>
229) National Organization for Women <http://www.now.org/organization/intern.html> - good intern housing info, too
230) National Science Foundation <http://www.nsf.gov/about/career_opps/careers/student.jsp>
231) National Trust for Historic Preservation <http://www.preservationnation.org/resources/career-opportunities/inte...
232) National Women’s Law Center <http://www.nwlc.org/display.cfm?section=Jobs>
233) Population Services International <http://sh.webhire.com/servlet/av/search/ASINName=ACCT_ID%2CNAME5%...>
234) Population Services International <http://www.piipa.org/employment.asp#cm>
235) Public Interest Intellectual Property Advisors <http://www.piipa.org/employment.asp#cm>
236) Public Justice <http://publicjustice.net/Who-We-Are/Jobsearch/jobs/fellowships/summer-internshi...> - Legal Interns - candidates must have completed second year of law school by 2010; no first-year candidates eligible
237) Results Educational Fund <http://www.results.org/about/jobs_and_internships>
238) Reston Association <http://careers.reston.org/careers.aspx?adata=v2JhIzj9Znxy0p4H%2fwaq...>
239) Search for Common Ground <http://www.sfgcg.org/jobs/internships>
241) Sustainable Agriculture Coalition <http://sustainableagriculturecoalition.org/about-us/jobs/>
244) Vera Institute for Justice <http://www.vera.org/content/careers> (scroll down) DC & New York -
246) Washington Legal Foundation <http://www.wlf.org/AboutFINRA/CareersattheNAM.aspx?DID=%7B61A21CD5-0AF0-
249) United Nations Foundation <http://www.unfoundation.org/about-un/Internships>
250) Public Interest Intellectual Property Advisors <http://www.piipa.org/employment.asp#cm> - Feb. 28 & ongoing

*Public Relations*

251) APCO Worldwide <http://www.apcoworldwide.com/content/careers/internship_opportunities...>
252) AFW Group <http://www.adfero.com/whoweare/careers/>
253) Adfero Group <http://www.adfero.com/whoweare/careers/>
257) Brunner Digital <http://www.brunnerdigital.com/Careers.aspx?type=4>- 
258) Burson-Marsteller <http://www.burson-marsteller.com/Careers/Internships/Pages/The_Harold...>

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304) CRC Public Relations <http://www.crcpublicrelations.com/intern.aspx>
305) Crosby-Volmer <http://www.crosbyvolmer.com/Contact/Careers>
307) DBC PR <http://dbcpr.com/> - go to *join us*, then *careers*
308) DCI Group <http://www.dci-group.com/careers.html>
309) DPR Group <http://www.dprgroup.com/careers.htm#intern>
310) Edelman <https://www.edelman.com/careers/want_to_join_us/internships/secure/in...>
313) Glover Park Group <http://gloverparkgroup.com/content/careers.html>
314) GMYR <http://www.gymr.com/docs/careers/car1.jsp>
318) IMRE <http://www.imre.com/home/careers> – Baltimore, MD
320) Levick Strategic Communications <http://www.levick.com/careers/internships_at_levick/>
325) MWW <http://www.mwwpr.com/join_our_team.php>
326) New Media Strategies <http://newmediastrategies.net/careers/>
328) Porter-Novelli <http://the.taleo.net/N22/ats/careers/jobSearch.jsp?org=PORTERNOVELLI&...>
331) Quorvis Communications <http://www.quorvis.com/an_influential_firm/careers/internship_program...>
332) RMR & Associates <http://rmr.com/Careers.asp?nid=335&lid=1>
334) Spectrum Communications <http://www.spectrumscience.com/internships.html>
335) Strat@comm <http://www.stratacomm.net/passion.cfm?sec=5>
338) Tempus Group <http://www.tempusgroup.com/opportunities/
341) Widmeyer Communications <http://www.widmeyer.com/about/careers/internship/>
342) Xenophon Strategies <http://www.xenophonstrategies.com/index.php?ray=content&tid=top177&s...>
343) Zeno Group <http://www.znegroup.com/careers.html> (scroll down)
347) American Farmland Trust <http://www.farmland.org/about/careers/MarketingIntern.asp>
349) Audubon Society <http://www.audubon.org/nas/hr/> (scroll down)
350) Blue Green Alliance <http://www.washingtonpost.com/wl/jobs/JS_JobSearchDetail?jobid=28876477> -
354) Earth Day Network <http://earthday.net/node/62> (scroll down)
357) Environmental & Energy Study Institute <http://www.eesi.org/jobs>
358) Environmental Law Institute <http://www.eli.org/About/employment.cfm> intern & legal clerk/fellowship
359) Environmental Working Group <http://www.ewg.org/jobs>
360) Food & Water Watch <http://www.foodandwaterwatch.org/take-action/internships/>
361) Friends of the Earth <http://www.foe.org/jobs-friends-earth>
362) Global Green USA <http://www.globalgreen.org/jobs/> – DC & other locations
363) Greenpeace <http://www.greenpeace.org/usa/about/jobs/internship>
368) National Association of State Foresters<http://stateforesters.org/nasf_internship>- Apr. 30
369) Nature Conservancy <http://www.nature.org/careers/>
370) National Geographic <http://www.nationalgeographic.com/jobs> - typing * internships* in homepage search box also produces numerous results
372) National Sustainable Agriculture Coalition<http://sustainableagriculturecoalition.org/about-us/jobs/>
374) Rainforest Alliance<http://www.rainforest-alliance.org/about/cfm?id=jobs_internships#inte...>
377) Student Conservation Association<http://www.tesda.org/conservation_internships/>–
378) Union of Concerned Scientists<http://www.ucsusa.org/about/internships.html>
379) Wildlife Society<http://wilderness.org/content/internships-wilderness-society>
380) World Resources Institute <http://www.wri.org/jobs> (scroll down)
381) Worldwatch Institute <http://www.worldwatch.org/taxonomy/term/33>
382) Summer Associate, Investment Banking <http://www.avisarinc.com/internshipprogram.asp>
384) Blue Cross/Blue Shield <http://www.resmatic.net/bcbsa/index.php> – career pages of BC/BS groups nationwide
385) Corporate Executive Board<https://ceb.taleo.net/careersection/2/jobdetail.ftl?job=87087>
386) Corporate Executive Board<https://ceb.taleo.net/careersection/2/jobdetail.ftl?job=87087>
388) FBR Capital Markets<http://tbe.taleo.net/NA4/ats/careers/requisition.jsp?org=FBR&cws=1&ri...>–
389) AstraZeneca <http://www.astrazeneca-us.com/careers_search_jobs/> - search keyword *intern
392) Blackboard<http://hostedjobs.openhire.com/e postings/submit.cfm?fuseaction=app.jo
393) Booz Allen Hamilton<http://www.boozallen.com/careers/student-center/internships>
394) Blue Cross/Blue Shield <http://www.resmatic.net/bcbsa/index.php> – career pages of BC/BS groups nationwide
395) Corporate Executive Board<https://ceb.taleo.net/careersection/2/jobdetail.ftl?id=87087>
396) Summer Associate, Investment Banking – Arlington, Va., New York, San Francisco & Irvine, CA
397) FBR Capital Markets<http://tbe.taleo.net/NA4/ats/careers/requisition.jsp?org=FBR&cws=1&ri...>–
400) The Magazine Group<http://www.campuscareercenter.com/full_jobs/315890/The_Magazine_Group...>
403) One Economy Corp<http://www.one-economy.com/company/jobs>–
404) One Economy Corp<http://www.one-economy.com/company/jobs>–
405) Optimal Policy Solutions<http://www.optimalsolutionsgroup.com/popups/jobs/jobredirecthealthpol...>– health policy internship
406) Public Intellectual Property Advisors<http://www.piipa.org/employment.asp#cm>

SEARCH FIRMS/ TEMP AGENCIES

Academic Search – higher education focus, which can occasionally include communications/outreach and development
Administrast – national firm with number of admin & other jobs in the DC area
Alford Group – non-profit focus
Athena Consulting – providing staff to state and local government welfare and health agencies
APR Consulting – national firm – web, admin and other relevant opportunities
Ascent Executive Search – specializing in law firm & healthcare categories
Association Strategies – nonprofit & association search, mostly DC area
B.H. Griner – focused on admin, marketing & legal in DC area
BOSS Group – nationwide, but seems especially focused on region from DC to New Jersey, and on creative & marketing communications opportunities
Bridgespan – focused on recruiting senior leadership for philanthropic/non-profit groups – their opportunities appear among the wider circle of nonprofit listings in their Bridgestar resource
C2 Portfolio Essentials – comprehensive recruiting services to federal contractors
California Environmental Associates – as the name implies, environmental/sustainable business focus
Campbell & Company – mostly senior-level, and mostly development/fundraising – national form
Capitol Recruiters, Inc. – specializing in DC-area law firm staff recruitment
Chaloner Associates – national communications search company
Champion Recruiting – DC-focused, variety of experience levels and job functions found
CityStaff – DC-focused - we currently see mostly admin available
Cloudtropolis – areas of focus include: interactive, social media, digital advertising, marketing and PR
Commongood Careers – focused on helping fill positions at mission-driven nonprofits
Contact1 – DC based, public affairs & other categories
Creative Group – marketing & advertising
DRI Consulting – philanthropic and nonprofit executive search
Explore Company – nonprofit & philanthropic, with apparent environmental focus
FirstPro – attorney recruiting – occasionally have legislative/lobbying opportunities
Freeman Philanthropic Services – recruitment and other services for the non-profit sector
Graham Staffing – admin, along with some public affairs opportunities - DC area focus
Heyman Associates (search via for candidates) – national firm, senior-level communications & public affairs focus
Hire Strategy – DC-area focused, admin & marketing among their areas of expertise
Isaacson, Miller – nonprofit & mission-driven organizations, including (but not limited to) academic institutions
JDG Search – executive/senior level focus – nonprofits and other categories
Kelly Services – national firm
K-Force Staffing – national firm
Korn/Ferry – international executive recruiting mainstay – they advertise some of their listings on their eKornFerry site, with an occasional senior non-profit/association post among the offerings there.
Koya Consulting – progressive-orientation – enviro and education featured – national firm
Legal Placements – marketing/admin opportunities might be of interest – mostly DC area, along with New York and other locations
Jones Networking – DC-area – mainly admin and tech opportunities found
Midtown Group – DC area + Chicago
Nonprofit Professionals Advisory Group – retained by nonprofits from across the sector to fill positions at all levels of employment
Nonprofit Staffing Solutions – DC focused
Paradigm Staffing – PR/communications focus – DC-area & San Francisco among their areas of concentration
Pat Taylor & Associates – attorney/legal focus, but sometimes has law firm marketing/communications and legislative positions available
Prime Staffing – local focus
Peter Bell & Associates – PR & communications orientation
PoliTemps – temp, admin and other opportunities for the politically-oriented
Professionals for Nonprofits – you must register to see jobs
RAFFA – search is one of the many support services provided – DC-area/nonprofit focus
Randstad – good source of admin and temp opportunities
RazorWest – consulting and contract work
ROCS – jobs and internships for current students and recent grads in the DC area; admin, IT & marketing/sales predominate
Russell Reynolds & Associates – they don’t list jobs available online, but we’re including them because they’re a major international firm with significant DC presence
RuthiPostow Staffing – you can see a scroll of sample opportunities at bottom of link
SBR Executive Search – national search firm in multiple disciplines, including non-profit (scroll to bottom for that category)
Slesinger Management – senior management & leadership positions at DC-area nonprofits
Staffing Advisors – DC-area focus – usually have a steady supply of new listings
Starpoint Solutions – national firm
Sterling Martin Associates – DC-based, w/ New York and CA outposts
Talent Market – recruiting services for conservation and libertarian think tanks, policy organizations, and research centers
TRAK – admin, along with legal, accounting & finance
Tran Recruiting – Fairfax-based – no jobs currently listed
Transition Guides – executive/senior nonprofit focus – national firm
Tuft & Associates - association/nonprofit and healthcare
Vetted Solutions – self-described boutique executive search company
Witt/Kieffer – national education and not-for profit – also healthcare and insurance/managed care specialties

HEADHUNTERS

http://www.ekornferry.com/Library/Process.asp?P=OpportunitiesSearch&SubmitAction=Write&Region=0&JobCategory=0&eT

- 20 -
http://www.jdgsearch.com/active.shtml
http://www.tuftassoc.com/jobsearch.htm
http://www.assocstrategies.com/index.html
http://www.explorecorporate.com/opportunities.htm
http://www.drgnyc.com/current_searches/index.cfm
http://www.imsearch.com/searches.html
http://www.mccormackassociates.com/
http://www.smartinsearch.com/careers.html
http://www.mrinetwork.com/index.htm
http://www.spencerstuart.com/home/
http://carltonsearch.com/index.php?option=com_content&task=view&id=47&Itemid=63
http://www.peoplemanagement.org
http://www.travaille.com/
http://www.planbcomms.com/
http://www.mergisgroup.com/
http://www.garrison-sisson.com/
http://www.degnon.org/
http://www.owenssearch.com/
http://www.tangent.us/tangent_about.htm
http://www.ctnet.com/ctnet/
http://www.vettedsolutions.com/searches.html#search1
Email and Resume Tips

By Brad and Fraser Traverse
As published July 2009 in Miss A’s Heartfelt Living eMagazine.

My inbox is filled each week with resumes from people looking for work in the DC area. So I see a lot of the good, the bad, and the ugly in cover letter and resume writing! Some of the things I have mentioned below may seem silly or obvious to many of you, but I think they bear repeating because I really do see these mistakes every single day.

- Make sure your email address is professional. “Ladiesman1″ isn’t appropriate. Sign up for a new email address if necessary.
- Don’t use acronyms when communicating by email. “LOL” or using “u” for “you” may show the employer you are young and hip, but unless it’s a company specifically looking for a social media guru, skip the lingo.
- When responding to a job lead by email, do not simply send attachments. Although most companies have virus protection, many will not open attachments even if they get through company filters in the first place. Put the text of your cover letter and your resume in the email itself and attach the “pretty” versions as backup. Plus, simply saying, “My resume and cover letter are attached” is no way to introduce yourself by email.
- Lose the generic intro language that doesn’t separate you from the pack: “I enjoy fast-paced environments and challenging work. I am also a speedy learner and invite the opportunity to learn every chance I get.” Boring!
- Try to come up with an individually tailored intro sentence for every email application you send. “This is to communicate my interest to occupy the position as advertised” doesn’t show me that you’ve even read what the position advertised is, much less thought about whether you are a good fit for our company.
- Avoid run-on sentences, especially those that don’t mean or say anything: “My goal is to secure a responsible and challenging position within a stable growth-oriented organization that will allow me to utilize excellent administrative, production, and interpersonal skills to maximize work performance and effectively promote positive customer relations.” Huh?
- It’s probably best not to mention your faults up front in the cover letter, even if you are trying to be funny (this one missed the mark): “With respect to skills and experience, I do not type 75 wpm or 60 wpm or 35 wpm for that matter. Nor do I have two, five, or seven years of experience in a law firm or legal environment. “
- Finally, I can’t say this enough: proofread, proofread, proofread! This one really made me laugh: “I am very articulate and I think I would be a well fit for the position.”
- Obviously not all emails I get have been this bad. I have seen plenty of good cover letters and resumes too. Recently a gentleman listed his previous employers, his job titles, and then the results he achieved for each company in concise and straightforward language. His successes
were impressive, yes, but his presentation was even more so and made even the least of his accomplishments seem monumental for the company he worked for.

- I also loved one resume that had a very brief quote from a previous employer worked into the text. He gave the employer’s name and paraphrased her recommendation of him, saying, “…works tirelessly … often under heavy pressure … ably managing our communications program …” This was a great way to work in a reference from, in this case, a top-level government administrator who wouldn’t otherwise be available by phone for a personal reference.

- Finally, a cover letter that caught my eye was one that clearly stated the person’s credentials without being too wordy or too generic. An interesting summary of the person’s resume left me wanting to read further: “I have experience writing press releases, bios, social networking, creating press packs, blogs, and contact databases. I worked for an international nonprofit assisting with youth advising in New York City while completing my degree. I have experience in education grant writing as well as program evaluation and analysis. Recently my research has taken me to Uganda, Mexico, Qatar and South Africa.”

In short, whatever your level of experience, take the time to tailor your email and make as good a first impression as possible. Good luck and happy writing!
The Biggest Mistakes 20-Something Job Seekers Make

Susan Adams, Forbes Staff, 8/2/2012

There was the young job seeker who showed up at his interview 15 minutes late, failed to apologize, and then asked if the interviewer had a garbage can so he could throw away his gum. There was also the 20-something applicant whose call to the hiring manager went dead in the middle of the conversation. The young woman didn’t call back for two hours, only to explain, without apology, that she had dropped her phone in a tub of water while she was getting a manicure. Then there was the mother who called her son’s boss when he wasn’t hired at the end of his internship, and demanded to know why.

Dani Ticktin Koplik, 57, an executive and performance coach in Englewood, N.J. has lots of stories like these. For the last several years, half of Koplik’s coaching practice has been made up of so-called Generation Y, or Millennial, job seekers. This group, age 20-32, makes a series of job-searching mistakes that stem from their sense of entitlement, lack of deference to authority and over-involvement by their parents. Koplik says in her own practice, parents frequently call and email, and try to micro-manage the coaching process. To run interference, Koplik schedules a monthly meeting with parents, mostly to tell them to stop meddling. She also coaches them to give their kids a consistent message. Too many parents tell their offspring that they have to earn a living, and then let them live at home indefinitely rent-free. Koplik recommends timetables and limits.

I asked Koplik for a list of mistakes her 20-something clients make, and she had plenty of ideas. Here is her list of the top ten.

1. Acting entitled
   One of the consequences of over-involved parents is that young people feel as though they deserve an easy ride. Koplik tells of an intern who, on the first day, informed his supervisor that he had to leave early that Thursday for a horseback riding lesson. “It didn’t dawn on this person that he was being totally inappropriate and sabotaging his career,” says Koplik.

2. Starting the process too late
   Ideally, college students should start looking for meaningful internships for the summer after their freshman year. Students who assume that they will get a job without too much effort, wait too long to begin the process.

3. Under-utilizing the alumni network
   Though parents and their friends can provide good contacts, the network of professionals that comes through a college or university should be one of the first places a young job seeker turns.

4. Using a résumé that’s sloppy and too self-centered
Young job seekers are often weak on résumé basics, like clear, tidy layout, careful proofreading for grammar and punctuation, and use of keywords from the job description. Another big problem: the “objective” section tends to be too much about what they want, and not enough about the potential employer. For example, young applicants often say, “entry level position where I can use my skills, ideas and enthusiasm and I can learn a lot.” Instead, the emphasis should be on what they can contribute to the employer. Applicants should also leave off menial jobs like camp counselor, unless they can quantify their achievements, like saying they organized waterfront activities for a group of 150 campers.

5. Writing cover letters that repeat the résumé
Many young applicants regurgitate their résumé accomplishments in their cover letters. Instead, cover letters should be short and vivid, and say something particular about what the applicant can bring to the job.

6. Doing poor research
Young job seekers often just glance at a company website before an interview. Instead they should read everything on the site, search for news clippings about the company, and track social media information, like Twitter feeds, on company managers.

7. Failing to clean up their social media profile
All of those drunken, bikini-clad pictures on Facebook should be removed, or locked down with privacy settings. Everyone, including college students, needs a polished LinkedIn profile.

8. Not showing enough appreciation for the interviewer
Young applicants often fail to conclude an interview with an expression of gratitude for the interviewer’s time. Always thank the interviewer in person, make it clear you would consider it a privilege to work at the company and ask about the next step in the process. Then follow up with a handwritten thank-you note or email that references specifics discussed in the interview.

9. Failing to show generational deference
Koplik tells of the summer intern who, at the end of his time on the job, marched into the office of the chief diversity officer at a big company and said, “Could I give you some feedback on my internship?” Young people are so used to being included in conversations, they fail to grasp their position in the pecking order.

10. Relying too heavily on listings and job fairs
I write this in every article about job search mistakes, because it’s a chronic problem. Koplik says that young job seekers are just as guilty of spending too much time applying to online listings, and through anonymous job fairs, as their more senior peers. We say this over and over: People find jobs through people they know, rather than through advertisements. If you see a listing for a job, try to find a personal connection to the employer and use that as your entry point.
Twitter Job Search

Top Five Social Websites for job Seekers
1. LinkedIn
2. Twitter with Blog or LinkedIn URL
3. Facebook
4. Indeed

Twitter Job Search Do’s Don’ts Myths and Truths
March 16, 2010 by Susan Whitcomb

As more and more job seekers and career activists recognize that Twitter is the new face of career management, consider these simple and straightforward Do’s, Don’ts, Myths, and Truths!

5 Twitter for Job Search Do’s

Brand and Plan to Land. Know who you are and what you want to accomplish on Twitter (networking, job seeking, research/information, fun, all of the above)?

Choose your identity wisely. Select a professional screen name, whether it’s your first and last name, or a name that captures your brand (CIO_Leader, RockStarPMP, EagleEyeEditor).

Shoot for a 75%-25% professional-to-personal tweet ratio. Interviewers will review your stream. People get hired for who they are, not just what they do. Your digital footprint is your resume.

Be visible, viable, and valuable. Tweet with regularity. Make sure your tweets demonstrate your skills and interests. Don’t be afraid to toot your own horn occasionally (e.g. Just finished my xyz training and earned new certification).

Be worthy of a follow. Engage in interesting conversation and generously offer help, information, job postings, inside leads, lessons learned, shout-outs, retweets, questions, Follow Friday lists, and more.

5 Twitter for Job Search Don’ts

Don’t be a downer: avoid focusing solely on your job search, appearing needy, over-sharing personal information and problems, whining about frustrations, or boss bashing. These are not appealing to potential employers.

Don’t forget your 15-minutes-a-day plan. Don’t let overwhelm stop you from starting; and once you’re in, don’t get sucked in or lost in the stream.
Don’t expect Twitter to “work” (land you a job) in 1 day or even 1 week or 1 month. Relationships take time. Be strategic; allow serendipity.

Don’t forget to ask! e.g., Know of great companies in Philly for project mgrs? What’s best advice on dreaded “weakness” question in interviews?

Don’t forget to follow recruiters, engage in conversation, and share info. Search #splits & send them candidates. They’ll love you!

5 Twitter Myths and Truths

Myth: No one I care about is on Twitter—it’s only for celebrity stunts and kids with nothing better to do.
Truth: Recruiters, human resources professionals, business leaders, Fortune companies, CEOs, hiring managers, motivational speakers, marketers, scientists, celebrities, students, professors, authors, entrepreneurs, politicians, and more are on Twitter.

Myth: Twitter is not for job search.
Truth: More than 500,000 jobs are posted on Twitter every month.

Myth: I don’t have time to do Twitter.
Truth: With a plan, Twitter can be done in 15 minutes a day, especially with the use of Twitter Lists, apps such as TweetDeck, and our “Day Tight Compartment” plan.

Myth: I don’t need another social media tool—I’ve got LinkedIn (or Facebook) already.
Truth: Twitter is the barrier buster. It’s the only social media tool that doesn’t require permission to network. There are no gatekeepers. You can as easily read the stream of a CEO as the stream of a college student. And connecting is easier, too.

Myth: The best way to network is face-to-face or through previous connections.
Truth: Twitter is one of the fastest ways to find others who share common interests and to exchange best practices, professional ideas, and resources for your job search.

Twitter Fact Sheet

Twitter = the #1 fastest-growing opportunity for employment (http://blog.indeed.com/2009/12/30/top-job-trends-of-2009/)
Tweet = Word of Year (2009) by American Dialect Society (Google was selected as Word of Decade by American Dialect Society)
TweetMyJobs.com has more than half a million jobs tweeted every month (enough to make a Monster tremble)
Statistics on Twitter users commonly referenced don’t include the multitude of users tweeting from 3rd party apps.
For Job Seekers: How to use LinkedIn in your job search

Here are some articles that I have found helpful.


http://blog.linkedin.com/2009/03/03/follow-the-conversation-and-its-follow-you-back/

http://colorado.jobing.com/blog_post.asp?post=16558

http://colorado.jobing.com/blog_post.asp?post=15352

http://hotjobs.yahoo.com/career-articles-should_you_be_on_facebook-570

http://hotjobs.yahoo.com/career-articles-5_steps_for_online_networking_success-381

http://hotjobs.yahoo.com/career-articles-networking_in_the_web_2_0_world-171

http://shine.yahoo.com/channel/life/7-deadly-sins-of-networking-and-how-to-avoid-them-443310/;_ylt=ApNjCt.mMtYws05f9kHO4YRabcU5

http://www.linkedintelligence.com/smart-ways-to-use-linkedin/
## ACTION PLAN WORKSHEET TO STARTING A NEW JOB

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<th>Targeted Completion Date</th>
<th>Action Steps</th>
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LinkedIn
http://www.linkedin.com/groups?gid=3363077&trk=hb_side_g

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