

BENNINGTON

Field Work Term Job Search Resources

We know that beginning the search for an FWT position can often be daunting in the midst of your academic term. Here are some tips and resources to help you maximize your search efforts.

WorkLink

Our own career resource database is continually updated with jobs and internships. Check [WorkLink](#) frequently to see what new opportunities are added.

- To search for FWT jobs, log in to your WorkLink account and select “FWT 2017 - Advertised Positions” on the right-hand side of the screen under “FWT.”
- You can also browse WorkLink’s archives of past FWT employers to find potential sites. A step-by-step guide to accessing FWT job archives can be found in this packet.

Internet Resources

The internet is of course a powerful tool when job searching, but it helps to know where to start. We have compiled a comprehensive list of online career resources on the [virtual career resource library](#).

Personal Research

Sometimes the best place to start is with the organizations you admire. Many companies have an employment or internship page on their websites that will give you information about due dates and the application process.

- If such a page doesn’t exist, you can always call to inquire if a company has an internship program.
- If the company doesn’t have an official internship program, you can write a professional email explaining FWT and ask if they might be interested in supervising an intern. Below is an example of what an inquiry email might look like, however be sure to imbue your writing with language that shows genuine interest and careful research into the organization’s work. It should not sound like a stock email.

Dear Mr./Ms. (Last name),

I am currently a (insert class) at Bennington College where I study (insert concentration). I discovered your work through (describe how you discovered their company/work) and was drawn to (describe compelling aspect of their work). I hope that you might be open to discussing potential winter internship opportunities at (insert organization name).

Each academic year, Bennington students participate in a seven-week, off-campus winter term called [Field Work Term](#) (FWT). During each of their four FWTs, students pursue jobs and internships in areas that complement their studies and complete 210 hours of work at their chosen sites.

(Insert organization name) is particularly interesting to me as an FWT site because of my background in (insert field) and my related work experience with (insert organization name). I want to explore (describe area for growth that their company offers you) and would be thrilled to contribute my (insert skills you could offer their team).

I would welcome the opportunity to speak with you further about an internship at (insert organization name). Attached please find my resume for reference. An overview of Field Work Term can be found [here](#). You can reach me at this email, or by calling (insert number). I will also follow up with you next week and I am happy to send a formal cover letter upon request.

Thank you for your time and consideration.

Sincerely,

(Insert Name)

Networking

Research shows that employers typically prefer to promote internally or hire someone who is referred through a colleague or trusted friend, rather than by soliciting resumes. Experts estimate that 80% of all job vacancies are never listed; employers fill them in their own quiet way. This means that job search strategies emphasizing personal connection and networking are by far the most effective.

- Inventory your network: Reach out to friends, family, fellow students, present and former co-workers, professors, and the Alumni Network (using guidelines included in this packet) to find companies, organizations, or other institutions that you'd like to work for.
- You should also review your online social networks including Facebook friends, LinkedIn contacts, and Twitter followers. You might send a brief email, LinkedIn or Facebook message to people in your network describing your interests and asking if they might know of any people or organizations who would be interesting for you to look into or programs for which you would be a good candidate.