

BENNINGTON

Job Search Resources for Alumni

We know that beginning a career shift or job search can be daunting. Here are some tips and resources to help you maximize your search efforts.

The Field Work Term and Career Development Office + WorkLink

Our office is always here to help, even after you've left campus. Feel free to book an 'Alumni Career Advising Session' on [Genbook](#) at any time to set up a phone call with one of our career development staff. As an alum, you should also have access to [WorkLink](#), our career resource database, which is updated with year-round jobs and internships for both current students as well as recent graduates and alumni.

- To search for jobs for recent graduates, log in to your WorkLink account and hover over the 'Jobs' tab.
- Click on 'Recent Grads & Young Alum Opportunities'

Internet Resources

The internet is of course a powerful tool when job searching, but it helps to know where to start. Here are some particularly useful websites. A comprehensive list of online career resources can be found on the [virtual work resource library](#)².

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.

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.

