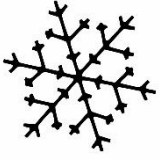


How to Maximize Your Winter Break

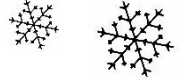
3 Ideas to Get You Started



UPDATE YOUR RESUME, using our template from the DartBoard Resource Library



SCHEDULE AN APPOINTMENT with a CPD Advisor to explore your interests.



REACH OUT TO AN ALUM in a field you are interested in to gain valuable insights and to practice your networking skills.

December Break Opportunities *Open Now*

The CPD and Office of Alumni Relations invite you to explore a career field you're curious about.

Opportunities available Dec. 2 – Dec. 20, 2019. **Deadline to contact potential hosts: December 5, 2019.**

- **JOB SHADOW** – Observe a professional for 1-5 days to gain a glimpse of the organization's culture, how employees interact with each other, and specific skills/competencies employees use daily. This is an unpaid opportunity. Students are responsible for all expenses involved in arranging transportation to/from the host's site, housing and meals.
- **SHORT-TERM PROJECT** – Participate in a 1-3 week paid project (non-profit internships may be unpaid) to enhance or build a new skill set or competency. Examples: Develop a PowerPoint presentation, conduct market research, develop or work on an Excel spreadsheet. Compensation is provided by the host.
- **CAREER DAY** – Join other Dartmouth students in an event to learn more about an organization and career opportunities within. A career day could include a panel, tour, small group discussions, and/or presentation by members of the organization

HOW TO PARTICIPATE:

- Log into **DARTBOARD** and select "December Break Opportunities" on the left navigation bar of your Dashboard.
- Browse the opportunities for career days, job shadows and short-term projects. You can narrow down your search using the filters provided (location, type of externship, job function, industry, and more).
- Email **ONE** host to inquire about their opportunity. Make sure to include your Dartmouth email address, your phone number, and your dates of availability.

NOTE:

- You may only arrange **ONE** opportunity in addition to a Career Day as space is limited and our goal is to accommodate all Dartmouth students.
- All participants must read and adhere to the Student Terms of Agreement on our website.
- If you are an international student, contact your OVIS advisor to discuss your eligibility to participate in **a paid short-term project**.
- If the host does not respond within three business days or the opportunity is no longer available, email **John.S.Williams@dartmouth.edu** to let us know you have not received a response from that host. Then email the next host of interest to you.

Networking

- Reach out to an alum and **ASK FOR AN INFORMATIONAL INTERVIEW**. Identify alumni of interest through LinkedIn, and the Dartmouth Career Network: alumni.dartmouth.edu/career-network. Over 20,000 alumni have volunteered to help. Ask questions, get advice, and strategies you can use in your job or internship search. See suggested questions and best practices on contacting alums through our **NETWORKING GUIDE** in the DartBoard Resource Library.
 - If you interviewed with an alum as part of your application process to Dartmouth, **FOLLOW UP WITH YOUR INTERVIEWER**. Let them know what you are doing and what your interests are – they appreciate it!
 - **FIND A DARTMOUTH ALUMNI CLUB IN YOUR AREA**
Any parties or programs planned? Contact the leadership and ask if you can be of help. [help. alumni.dartmouth.edu/connect/find-club](http://alumni.dartmouth.edu/connect/find-club)
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Build Your Knowledge, Skills & Confidence

- Take a free class on an interest through **LINKEDIN Learning**: <http://lil.dartmouth.edu>. Popular courses at Dartmouth include Photoshop, Tableau 10 Essential Training, Excel, Introduction to Graphic Design, Project Management, SPSS – and more!
 - **SCHEDULE AN APPOINTMENT (in person, Zoom, or phone!)** with a CPD Advisor for any of the following: Resume or cover letter review, help with career exploration or job/internship search, practice (mock) interviews, informational interviews, and more.
 - **LEARN ABOUT INDUSTRIES, CAREER FIELDS, AND OPPORTUNITIES**. Check the DartBoard Resource Library, including the Career Exploration Guide and the Employer Research Guide.
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Seasonal Work

Secure a short-term internship, a seasonal job or contact a temp agency for opportunities. Industries hiring for December include retail, hospitality, and food service. You can develop and enhance a **TRANSFERABLE SKILL SET** (communication, customer service, sales, organization, etc.) valued by many employers.

Volunteering

Check out **IDEALIST.ORG** and explore projects and volunteer opportunities at non-profit organizations. If you are looking within a specific geographical area, you can also search online for local community organizations that match your area of interest.

