

WOMEN'S, GENDER, & SEXUALITY STUDIES JOB SEARCH GUIDE

CAREER SERVICES

Advising, Retention
+ Career Center

University of Wisconsin
Eau Claire

Vicki Lord Larson 2100 | 715-836-3487 | arcc@uwec.edu

CHECKLIST FOR A SUCCESSFUL JOB SEARCH

- Prepare job search materials: Before getting started make sure you have application pieces such as a résumé, cover letter, unofficial transcript, and references available to apply for positions.
- Organization is key: Keep track of employer name, contacts, applications, interviews, and \ follow-up notes.
- Set your schedule: Looking for a job takes time. Determine how much time you want to spend weekly and block off the time on your schedule.
- You're not alone: Meet with a Career Counselor to discuss strategies and be sure your application materials will help you stand out from other applicants!

STEP ONE: EVALUATE YOURSELF

Know your values, skills, and abilities

Before jumping into the job search process, it is important to understand that there are a wide variety of career options. Graduates from Women's, Gender, and Sexuality Studies can become a Case Manager, Grants Manager, Victims' Advocate, Public Relations Manager, Human Rights Advocate, Journalist, and so much more. Before deciding on a career path, evaluate what is important to you.

Ask yourself: What do you value in an employer? What kind of skills do you want to be using? What type of environment do you want to be working in? What kind of day-to-day tasks do you enjoy? A useful tool for evaluating your skills and personality is "Focus2", offered through the University of Wisconsin-Eau Claire's (UWEC) Career Services office. Other personality tests like Myers-Briggs Type Indicator (MBTI) or Strengths Quest can help identify your strengths and weaknesses.

STEP TWO: USE ONLINE RESOURCES

Handshake

Handshake is UWEC's recruiting platform. Students can find employers, jobs and internships, learn about upcoming career events and fairs, and find on-campus recruiting opportunities.

Login to Handshake using your UWEC credentials: uwec.joinhandshake.com

Industry Specific Job Boards

Industry specific job boards can lead to a more customized job search and are often associated with professional association or organizations.

- National Women's Studies Association (https://www.nwsa.org/jobs_search.asp)
- Feminist Career Center (<http://jobs.feminist.org/>)
- Liberal Arts Career NetWORK (<http://liberalartscareers.org/>)
- National Center on Domestic and Sexual Violence (http://www.ncdsv.org/ncd_jobs.html)
- Public Service Careers (<http://www.publicservicecareers.org/>)
- AWID (<https://www.awid.org/get-involved/jobs>)
- Minnesota Council of Nonprofits (<http://www.minnesotanonprofits.org/jobs>)

General Job Boards

General job boards: There are many general online job boards to use in your job search. These job boards are useful if you are open to many kinds of employment opportunities and locations.

- Indeed (www.indeed.com)
- Monster (www.monster.com)
- Career Builder (www.careerbuilder.com)
- Government Jobs (www.governmentjobs.com)
- USA Jobs/Federal Jobs (www.usajobs.gov)

LinkedIn

LinkedIn allows you to create a profile, connect with others, search for alumni, apply for jobs, and follow different employers and groups. Review bit.ly/LinkedInWebinarUWEC for more tips and tricks for making the most out of LinkedIn. www.linkedin.com

STEP THREE: USE YOUR NETWORK

Conferences

A way to build connections in the field of WGSS is to attend professional conferences, including NWSA, Women's & Gender Studies Consortium, Women's Leadership Institute, and various other conferences under Intercollegiate Feminist Center. This often leads to finding out more about specific organizations, career paths, and mentoring opportunities. Conferences allow you to increase your chances of an interview because you can make a personal connection instead of relying solely on your application.

When attending conferences, be sure to bring copies of your résumé, a professional looking notebook/padfolio to take notes, a business card with your name, title (UWEC Women's, Gender, and Sexuality Studies Student), email and phone number, and the willingness to meet new people. Take advantage of student/professional mentoring, poster session presentation and scholarship opportunities offered by conference organizers.

STEP THREE: USE YOUR NETWORK (CONT.)

Informational meetings/job shadowing

An informational meeting/job shadowing allows you to gain insight from those who are working in a field or in a position of interest. These opportunities allow you to practice building your connections and can be done with multiple individuals to help find the best path for you.

Career fairs

Career fairs allow you access to a wide variety of employers at a convenient campus location such as the Science and Engineering Career Fair in the Davies Student Center. Career fairs are also a great way to explore a variety of fields, industries, organizations, and career opportunities.

Professional associations & student organizations

Joining professional associations or organizations that align with your career interests, such as National Women's Studies Organization, allows you to build connections while also allowing you to be exposed to industry relevant information.

Volunteer

Volunteering is a great way to gain experience and build connections in the community.

Find a mentor

Mentors can be an asset in the job search. You can find a mentor through classes, volunteering, internships, associations and organizations, or even attending a conference. A mentorship should be mutually agreed upon and can be someone you reach out to for advice in your job search.

Your Pitch

Introduction

What do you want them to remember?

Examples: name, year in school, major, short and long-term goals, etc.

The Ask

What do you want from this interaction?

Examples: "I noticed on your organization's website that one of goals is _____. Can you tell me more about that and how this position fits with that goal?" OR "I am very interested in your _____ position because _____. Can you tell me what you look for in a successful candidate?"

Value Proposition

What are major achievements and transferable skills targeted to the person/organization/industry?

Examples: What kind of field experience/research/work experience do you have? How does your experience align with this position/organization/industry?

The Conclusion

Conclude the conversation by asking for the professional's business card or contact information so you can follow-up with them. This is also a good time to provide a copy of your résumé or business card if you have one.

Pitch Example:

"Hi, my name is Grace Atkins and I am a Women's, Gender, and Sexuality Studies Major at the University of Wisconsin-Eau Claire. I will be graduating in May 2022 and am looking for an internship that would allow me to use my ideas and previous classroom knowledge to gain real life experience doing what I'm passionate about. I completed an internship at the Gender & Sexuality Resource Center through the University of Wisconsin-Eau Claire, and after I graduate, I hope to work as a Sexual Educator. I read on your website that your organization is interested in closing the wage gap in central Wisconsin. Can you tell more about that project?"

STEP FOUR: SHOWCASE THE PROFESSIONAL YOU - EMAILS

Thank you note

After meeting an employer at a conference or other event, it is important that you follow-up with a thank you email or handwritten note. This indicates that you are interested and can help set you apart from other candidates.

- When writing keep in mind the following:
- Be professional, begin the note or email with Dear _____
- Keep it short and to the point
- Be specific and discuss points from your conversation
- Express interest and show your enthusiasm
- Attach a PDF version of your résumé

Job application email

Some positions require that you email an employer your résumé and cover letter to apply for a position. You want to be sure you are leaving a positive first impression by sending a professional email.

- When writing keep in mind the following:
- Indicate the specific position and give yourself an introduction
- Attach a PDF version of your résumé and cover letter
- Double check for grammatical and spelling errors

Dear [hiring manager's name/employer name],

With this letter, I would like to express my interest in the [position title] at [employer name]. I am currently a [class standing] at the University of Wisconsin-Eau Claire. I became interested in [company name] after [why you are interested in this company/position (e.g., reading the website, talking to a currently employee)]. Due to my experience working with/in [list a skill relevant to the position] in and out of the classroom, I believe I would be a strong candidate for this position. Please find my attached cover letter and resume for your review. Please let me know if you have any questions. I look forward to speaking with you about my qualifications.

Sincerely,

[insert full name]

Follow-up after Application

It is important to follow-up with an employer 5 to 10 business days after you have completed and submitted your application. A follow-up email allows you to show that you are still interested in the position and determine where you are in the application process.

- Indicate the position you applied for and when
- Show your interest in the position and organization
- Use positive language
- Attach your PDF version of your résumé and cover letter
- Include your contact information

Dear [hiring manager's name/employer name],

I hope this email finds you well. I have applied for the [position title] through [how you applied (e.g., Handshake, the organization's career portal, LinkedIn, email)] on [exact date], and would like to inquire about the status of my application. I am very excited about the potential of working at [employer's name], because [include specific reasoning].

If you have any additional questions please do not hesitate to contact me at [contact information]. I appreciate your time and consideration and look forward to hearing from you soon.

Sincerely,

[insert full name]

CAREER SERVICES IS HERE TO HELP!

Career Services is in the Advising, Retention + Career Center located in Vicki Lord Larson Hall 2100. Career Services is available for appointments for both students and alumni. You can meet with Career Services to discuss resumes, cover letters, interviewing, job and internship search strategies, salary negotiation, and personal branding. To schedule an appointment login to Handshake (www.uwec.joinhandshake.com/appointments/new) or call 715-836-3487.

TYRONE JOHNSON

CONTACT: PHONE: 715-123-1234 EMAIL: TYRONEJOHNSON@GMAIL.COM ADDRESS: 134 STATE STREET | EAU CLAIRE, WI 54701

LINKEDIN: WWW.LINKEDIN.COM/IN/TYRONEJOHNSON

Education

University of Wisconsin-Eau Claire | Eau Claire, WI | **Anticipated Graduation:** May 2021
Bachelor of Arts | **Major:** Women's, Gender, and Sexuality Studies | **Minor:** Spanish

Work Experience

Blugold Beginnings | University of Wisconsin Eau Claire | Eau Claire, WI | Sept 2018-Present
Position: Mentor

- Implement regimented reading strategies that resulted in an increased reading level within two months' time
- Communicate with parents and supervisor to ensure lesson plan materials were continued outside of the classroom
- Mentor two students from marginalized backgrounds in reading and mathematics

Writing Excellence Center | University of Wisconsin Eau Claire | Eau Claire, WI | Jan 2018-Present
Position: Writing Tutor

- Assist students in creating and editing resumes, cover letters, and written assignments
- Coordinate with three English Program Faculty to develop training material guide

Awards and Honors

Dean's List | Fall 2017, Spring 2018, Fall 2018

Les Gilbertson English Scholarship | May 2018

Excellence Award: Outstanding LGBTQ+ Leadership | May 2018

Volunteer Experience

Safe Space Coalition of the Chippewa Valley | Eau Claire, WI | Jan 2018-Present

Position: Media Intern

- Design informational business pamphlets in Adobe Illustrator to be distributed to the public
- Create new website in Wixx and marketing materials doubling website traffic in one month

Humane Society of Eau Claire County | Eau Claire, WI | Aug 2017-Present

Position: Volunteer

- Organize monthly volunteer bonding activities to improve social environment for customers

Extracurricular Activities

Pride | University of Wisconsin-Eau Claire | Eau Claire, WI | Sept 2018-Present

Position: Treasurer

- Present bi-monthly meetings on LGBTQIAP+ related topics such as "racism in the LGBTQIAP+ community" and "coming out in college" to 40 people
- Balance budget and kept track of withdrawals and deposits

Phi Gamma Delta | University of Wisconsin-Eau Claire | Eau Claire, WI | Sept 2017-Sept 2018

Position: Member

- Organized blood drive partnering with the American Red Cross, 300 students donated blood over the course of two days
- Participated in 134 hours of volunteer service through philanthropy partnership with the American Red Cross between Sept 2017-Sept 2018

TYRONE JOHNSON

CONTACT: PHONE: 715-123-1234 EMAIL: TYRONEJOHNSON@GMAIL.COM ADDRESS: 134 STATE STREET | EAU CLAIRE,
WI 54701

LINKEDIN: WWW.LINKEDIN.COM/IN/TYRONEJOHNSON

January 1st, 2019
American Cancer Society
950 Blue Gentian Road
Suite #100
Eagan, MN 55121

Dear Human Resources Team:

Please accept this letter of interest in the Community Outreach Coordinator position at the American Cancer Society. After learning of this role from Dr. Avin, a Women's, Gender, and Sexuality Studies professor at the University of Wisconsin-Eau Claire, I am confident my education and internship have provided me the relationship building, advocacy, and communication skills necessary to be successful in this role.

Currently, I am a senior at the University of Wisconsin-Eau Claire, pursuing a Bachelor of Arts in Women's Gender, and Sexuality Studies, and expecting to graduate in May 2019. My education has prepared me for this position through courses such as: Social Justice Practicum, Diversity & Communication, and Sociology of Gender. These classes have increased my advocacy skills and ability to be adaptable and flexible in a wide variety of environments, two assets that will benefit the American Cancer Society.

As a current Media Intern at the Safe Space Coalition of the Chippewa Valley, I have the necessary relationship building skills and communication skills to be successful as a Community Outreach Coordinator. Through my internship, I gained experience in a non-profit setting where I collaborated with a team to increase awareness of the organization and fundraise over \$40,000 through planning five different outreach events. This experience taught me how to effectively communicate with a professional team and manage multiple projects at one time.

As a result of my education and internship experience, I strengthened my relationship building, advocacy, and communication skills necessary for the Community Outreach Coordinator position at the American Cancer Society. Attached, you will find my resume that details my experience further. Please contact me via email at johnsont@uwec.edu or by phone at (715) 123-4567 to set up a phone or in-person interview. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Tyrone Johnson

Tyrone Johnson
Attachment (Resume)