

Tips for Students: Networking and Applications

Networking

- Join student organizations such as a Student Subunit of The Wildlife Society, Student Subunit of the American Fisheries Society, Biology Club, etc. on your campus
- Join the National and State Chapters of TWS, AFS or other environmental organizations and attend workshops and/or meetings
- Volunteer to work for a University graduate student, professor or other local fish or wildlife professional for a day. Chances are that experience will lead to other opportunities
- Introduce yourself to professionals in your field of interest during conferences
- Present your research at professional conferences. Posters are a great way to get started
- Get one or more mentors to assist you in getting experience and knowledge

Application Documents

- Use CV/resume of others in your profession online to reference how to develop yours
- Use pertinent online resources to best develop your cover letter, letter of interests, etc.
- Sign your cover letter with your actual signature
- Use proper grammar, spelling and have one or more people proof read your documents
- Do not include any photos of yourself or otherwise
- Write succinctly – a hierarchal bullet point structure works well

Applying for Jobs

- Use language from job description to develop your cover letter, CV/resume, etc.
- Tailor your application materials (e.g., CV/resume) to each job
- Take time to sleuth out who is the leader of the project and their background. You may want to email the person to ask more about the position before you apply, as this will give you a sense of whether the position is suitable, the supervisor's personality and demonstrate your interest in the position. However, do not harass the leader with emails or calls – one email is enough
- Do not apply last minute if possible, sometimes application systems can have errors and you will want time to work out those issues with human resources if they occur
- Contact hiring manager to make sure your application materials were received