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## Tips for Professional Development

I. Be open-minded on your career path/ job opportunities

II. Volunteer for everything

III. Network like it's your job – because it is. Don't forget:

- alumni groups (undergrad & grad)
- associations
- professional development workshops
- volunteer on campaigns/for political parties
- charities/non-profit events
- [www.DCYoungPro.com](http://www.DCYoungPro.com)
- [www.ProsintheCity.com](http://www.ProsintheCity.com)
- [www.ThingstodoDC.com](http://www.ThingstodoDC.com)

Take everyone's business card. Write on the back, before you forget.

IV. Informational interviews

- someone you admire/admire their path
- dream organization
- dream job
- in industry you have an interest in

VI. Prepare for interviews/meetings

- do your homework (research their Board too)
- google everyone you'll be talking to
- ask your contacts if they know the group/individuals
- practice selling yourself to an honest friend
- handwritten thank you notes leave an impression

VII. Key skills to hone for nearly every job:

- COMMUNICATION – proven effectiveness & ability to advocate
  - o Written skills
  - o Oral communication skills
    - Public speaking
    - Negotiation
    - Conveying complex thoughts in a user-friendly way
- Trustworthy and ethical
- Diplomacy
- Professionalism
- Ability to see big picture while tackling the details

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