



# YOUR CAREER DURING COVID-19



Losing or not receiving an offer this summer will not be a detriment to your professional career. There are many things you can do other than an internship to advance professionally. Many campus resources at the CareerLAB are still available to help you. Check out the **CareerLAB FAQs Regarding COVID-19** for more information on available resources.

## SECTION I

### Becoming a Stronger Applicant

There are many pieces of the job application process that can be completed now, which will better prepare you for future applications.

#### MAKE A MASTER RESUME

- Make a resume without worrying about length
  - Write a list of all of the experiences you've had so far with the organization, title, date range, and descriptions
  - Talk about what you did, the skills you learned, the impact you had, anything you can quantify are good to include. See **CareerLAB's Resume Page** for more guidance
- Pull from this when applying for jobs in the future and use this when looking for experiences to put in a cover letter

#### PERFECT YOUR LINKEDIN OR OTHER PROFILES

- This is a great time to work on your LinkedIn page, your website (if applicable), or other web presences
  - You can take experiences from your master resume to fill your profile
- See the **Using Social Media for the Job and Internship Search Tip Sheet** for more information

## NETWORK, NETWORK, NETWORK!

- This is the perfect time to reach out to people on both **BrownConnect** and **Linkedin**
  - You can reach out to people who aren't Brown alumni on LinkedIn, but the response rate will likely be lower
  - You can also contact professors, professional mentors, or other personal connections for advice
- If they respond, ask to set up a phone call. If they're uncomfortable with this, you can send them a list of questions over LinkedIn or email
- See the **Networking/Informational Interviewing Tip Sheet** for more information

## PERSONAL LEARNING AND PROJECTS

- Look at the qualifications sections of job and internship postings you're interested in to see which skills they are looking for. If there's anything you can learn on your own and work on outside of class, that can help your application.
- **LinkedIn Learning** is a great tool and is free through Brown. In addition, many other online learning platforms are offering classes for free or at a reduced price due to the pandemic
- Work on personal projects and writing samples; those will help you a lot the next time you're applying for positions

## RESEARCH COMPANIES

- Make a list of companies to contact and apply to next year, which will alleviate stress later
- Look at other people's career trajectories on LinkedIn and see where they started to find places you may not have known before
- Meet with a career counselor to discuss where you could apply in the future

## TALK TO PCAs AND CAREER COUNSELORS

- Email [careerlab@brown.edu](mailto:careerlab@brown.edu) to set up an appointment with a PCA or schedule one with a career counselor on Handshake.

The Career Counselors have shared some things to think about as you navigate these uncertain times. While everyone is in the same boat as far as the economy and the job and internship market, everyone has different situations, strengths, interests, values, and needs. Make an appointment with one of career counselors to discuss any of these topics at length. The sentiments expressed from the counselors echo much of what this guide, grad schools, and recruiters have stated.

### **If I need to take a class S/NC, will it negatively affect my job prospects?**

- You need to take care of yourself now to be ready to tackle all this later. Take the class SNC. It's extremely unlikely that taking an extra class or two SNC in Spring 2020 will negatively impact your job applications.

### **If someone came into your office and was stressed about how this summer would affect their long-term career goals, what would you tell them?**

- There's no way to know right now how this summer will affect your long-term goals.
- Employers will all know what was happening in the world in the spring and summer of 2020 when evaluating your applications in the future.
- It's OK to pause right now and make sure you are doing what you need to take care of yourself and your families. Many employers are doing the same.

- If you feel ready to move forward and want to start chipping away, see the questions below and consider making an appointment with a career counselor to talk them over. Be patient and know that you can do everything right and things still might not move forward now.

### **Ways to Move Forward**

- What are your long-term career goals? Brainstorm things you can apply for now (since employers are still posting new jobs and internships).
- Continue networking, since CareerLAB is hearing from students that they are still having success scheduling informational interviews with alumni and others.
- Are you able to consider shadowing, volunteering, or offering to do work remotely this summer if you couldn't get a funded opportunity?
- Begin building a list of key skills you think you need to be successful in your field. If you don't know what key skills you need, set up a meeting with a counselor to discuss researching that and how you can best build those skills.

## Insight from Recruiters

### NVIDIA RECRUITER

- “Internship experience is always great, but our teams like to see **technical and programming skills through cool projects and relevant coursework** listed shown on the resume. Some teams like to see GPA, but **if the class was taken pass/fail, that shouldn't be a concern and does not need to be mentioned** on the resume.”

### DISNEY RECRUITER

- “Even if someone isn't able to do an internship right now, we wouldn't want them to see it as a wasted opportunity. Even if they don't have an internship, we would want them to **start working on projects that they can do on their own so they can show that they're actually applying what they know and show some passion for their skill set...** [they should] be mindful of what they want to be doing in the long term and try to direct whatever projects they're working on towards those areas, so once it comes time to graduate it will put them ahead of competition by showing that they're actually doing stuff without being directed to do it.”
- “It's a lot easier to present to a hiring manager if somebody's applying, to be like 'Hey look this person is really interested in this type of work and they have [this personal project]'”

### NEW YORK TIMES RECRUITER

- Internships are not required and you can **enhance your resume with school and personal projects, as well as other work experience**

## SECTION II

# Your Brown Academic Career

While away from campus, it can be difficult to take advantage of Brown's full academic offerings; however, there are still a number of ways you can further your career during this time.

## FOCUS ON CLASSWORK

- Recruiters and higher education admissions officers have emphasized that the work you do in classes now will prepare you for a job

## MAINTAIN RELATIONSHIPS WITH PROFESSORS AND TAs

- Good for your current circumstances and future recommendations
- Go to virtual office hours, ask about remote research opportunities, continue to engage in classwork
- If your circumstances change, keep your professors informed of any difficulties you may have in engaging in academic work

## CONCENTRATION DECLARATION

- New Concentration Declaration Deadline: June 1st 2020
- Meet with potential concentration advisors over virtual office hours and by email
- Review requirements for potential concentrations
- Consider working on your declaration or declaring early to free up time later in the semester and over the summer
- Create a semester by semester plan with your advisor to fully map out when you will take concentration requirements, especially if you have plans to study abroad.

## THESIS

- Most departments have postponed the deadline for thesis applications to mid-April
- Review your concentration requirements for a thesis
- Meet with potential readers over virtual office hours and by email
- Take advantage of virtual resources to explore topics that interest you

## SECTION III

### Interested in Higher Education?

We have spoken to Brown's pre-professional advisors as well as various admissions officers to help you stay informed and prepared. While there is no consensus among higher learning institutions on how to respond to these unprecedented circumstances, schools are expected to be understanding, holistic, and flexible when reviewing applications impacted by the pandemic.

## Graduate School

### VANESSA L. RYAN

#### CO-DEPUTY DEAN OF THE BROWN GRADUATE SCHOOL

- "Students should not be concerned about the impact of any change in grade options this semester in their applications...I would encourage any student to **make the grade choice that is best for them personally**...Mastering the material is a better preparation for graduate school than a grade."
- "Applicants who are facing the cancellation of standardized tests would be advised to **review the websites of the respective graduate schools**... be in touch with the school, if these are not posted online."

## UC BERKELEY COUNCIL OF DEANS

- **“We will not penalize students for the adoption of P/NP and other grading options** during this unprecedented period, **whether the choices were made by institutions or by individual students.** Our admissions evaluation will focus primarily on a student’s academic performance prior to this period, and if applicable, following this period. **What is most important is that applicants demonstrate that they pursued a challenging curriculum that was relevant to their plan for graduate or professional school.”**

## Medical School

### BROWN HEALTH CAREERS ADVISING

- **“Many health professions schools teach portions of their curricula online so they are unlikely to view the remainder of your coursework online this semester as a particular challenge in itself. Take this positively. Online learning will give you good practice for future studies.”**
- **“If one or more of your courses this semester offer you the option of a grade or S/NC, we recommend that you take requirement courses or other science courses for a grade.”**
- **“It is reasonable to assume that medical school admission committees would take [the cancellation of MCAT test dates] into consideration.”**
- For addition information and recent updates, visit HCA’s COVID-19 FAQ page: [Covid-19 Pre-Health/Pre-Med FAQ | Health Careers Advising](#)



# HARVARD MEDICAL SCHOOL COMMITTEE ON ADMISSIONS

- “So that no applicants are disadvantaged by policy decisions made by their colleges/universities as a result of this unprecedented event, HMS **will accept pass/fail grading for spring 2020 coursework provided it is the policy of the college/university to only award pass/fail grades.**”
- For additional information and recent updates, visit HMS’s prerequisite courses page: [Prerequisite Courses | Medical Education](#)

## Law School

### LSAC

(THE LAW SCHOOL ADMISSIONS COUNCIL)

- “If your summer internship has been canceled, you should **explain that when you apply to law school**, and you should also discuss how you adjusted to the unexpected developments resulting from the pandemic.”
- “Law schools will be understanding of the situation and **will not penalize any applicant for having Pass/Fail grades.**”
- For additional information and recent updates, visit the LSAC’s COVID-19 FAQ page: [UPDATE: Coronavirus and the LSAT](#)

### ARI GABINET

PRE-LAW ADVISOR AT BROWN UNIVERSITY

- “I am sure that **law school admissions staff will be understanding, to a point...**some students will be in a better situation to take classes for credit and **it may be difficult for admissions staff to overcome their inherent biases in favor of students with good grades.**”

- “It is better to have an S in a course outside of your concentration, so if you can make a choice, **prioritize a good grade in an important class, and take something less important S/NC.**”
- “Students should think about their **standardized test prep** versus their classes. If excelling in class is impossible or impracticable, what about LSAT or GRE prep? Can that be done?”

## **KRISTI JOBSON**

**ASSISTANT DEAN FOR HARVARD J.D. ADMISSIONS  
AND CHIEF ADMISSIONS OFFICER**

- “We understand that many institutions, including Harvard, are also adapting their grading policies in response to the evolving COVID-19 pandemic....**We wholeheartedly respect these decisions and those of individual students** as we all navigate this situation.”
- “Although **applicants do not need to explain any pandemic-related changes to their coursework or grades** for spring and summer 2020, **students are welcome, if they choose, to submit a brief addendum explaining any changes.**”

## SECTION IV

# Earning Money While Social Distancing

Many students need to earn money over the summer, which can be challenging given the cancellation of internships and the need to socially distance. Luckily, Brown students are extremely skilled in many areas and can provide services from home.

- **Offer Virtual Tutoring:** Many elementary – high schools have also closed due to COVID-19. Offering virtual tutoring for young students in your area is a great way to earn money without leaving your house.
- **Transcribe Audio Files:** College students type a lot, so you're probably pretty quick at it by now! Some sites will pay you to transcribe audio files, such as TranscribeMe or Quicktate. These jobs don't pay a lot, but can help a little bit.
- **Sell services on Fiverr, Upwork, or other freelancing sites:** Platforms like Fiverr and Upwork allow you to sell many kinds of services online. Gigs range from copywriting to social media to resume editing to virtual assistance, so you can tailor a gig to your skillset. 99Designs is also a great platform if you're interested in graphic design.

## SECTION V

### For Seniors

Seniors are in a uniquely challenging position. Rather than worrying about internships, you may be nervous that your full-time job for post-graduation could be at stake. Ron Foreman, a career counselor at CareerLAB, has offered some advice for the class of 2020.

- **Plan to stay in contact with your recruiter/hiring manager:**

Make sure to recognize that they are probably going through a difficult time as well and their position is likely tenuous, so be sensitive. When things turn around, you'll be better positioned for the improved economy.

- **Offer to work remotely:** You can offer to work from home both for the organization that hired you and other relevant organizations. It's not likely many of these positions will be neatly posted somewhere. In this case, cold calling/emailing needs to be done somewhat aggressively, but be sure to approach it with sensitivity.

- **Network:** With more people home with less to do, building up your network is critical for when things turn around. This is even more important in an uncertain economy where organizations' abilities to forecast hiring needs is limited and tends to work as a last minute word of mouth kind of thing.



This will eventually end, and recruiters and admissions officers will understand that many opportunities for Summer 2020 have been cancelled. Despite this, there are still many things you can do to further your career, and CareerLAB has many resources in place to help you navigate this tumultuous period of your college career.