

# BENNINGTON

## Find a FWT in Your Hometown

### **Start with the familiar**

Think about people or organizations you already know. Were there clubs or activities you engaged in during high school (i.e., community service, sports, arts)? People who worked with you in the past generally wish you well and could be open to offering you an opportunity that meets your needs. Even if they are people familiar with you, however, always remember to approach them with thought and care. This includes giving them sufficient time to consider your ideas, writing and speaking in a professional tone, and offering thanks and appreciation for their time and assistance.

### **Use your networks**

Related to the idea of starting with what is familiar to you, make sure everyone you know is aware that you are looking for an opportunity. You may not envision a FWT with your hairstylist, for example, but that person may be well-connected to other people who could. Think broadly: when you go to the neighborhood grocer's, make sure to tell the owner about your interests. The idea is to be authentic and honest, but--importantly--not to assume that others can give you a job. And always make sure to thank those who help you on your way.

### **Look around the community**

Most places--even very small towns--have a "Chamber of Commerce" or a local newspaper. These resources highlight people, businesses/ nonprofits and events in the area, and they often contain a great deal of information. For example, if you are interested in the arts, look at the arts-based organizations in your area and see if any might be of interest to you.

### **Be open to working in smaller places and doing "everyday" activities**

Small organizations often have a variety of needs, which can become projects or positions that can have a high-impact. Because it can be interesting to see the dynamics of how an organization works, it is also important to be open to performing more mundane tasks, such as filing or data entry. At smaller organizations, these tasks have an important role advancing the mission of the organization and can give you satisfaction from playing an active part in this process.

### **Follow-up and follow-through**

If you believe you have secured a position, write a thank-you note and follow-up. Before you start working with them, make sure you are clear about starting dates and position responsibilities. Although you can be flexible, don't assume everything is all set until you've confirmed these important details. (Please see the "Professional Correspondence Guide" under our resources.)

### **Keep the lines of communication open**

If you are self-directing a job or internship search, be sure that your basic needs are being met. First and foremost, look at FWT requirements--available on the website and in the handbook. After assuring that the basic requirements could be met in your FWT, be in regular communication with your potential supervisor to clarify and confirm the position details. This can ensure that there are no misunderstandings of the dates and responsibilities of the position--and that the supervisor has, in fact, committed to working with you.