How to Get an Internship or Job
What is an internship?

On site work experience that is directly related to either your major or your career interest
Why is it important?

- Offers real world experience
- Opportunity to test drive career options
- Develop transferable skills
- Secure a full-time position
- Increases your marketability
Steps to landing an internship or job:

1. Preparation
2. Action
3. Follow Through

The Career Center can help you every step of the way.
Preparation

Focus your search
Research
Marketing Tools
Interview Prep
Focus Your Search

Do you know what you want to do?
Polish Your Marketing Tools

Resume
Cover Letter
Reference Sheet
Thank You Note
30 Second Introduction

Prepare prior to the opportunity and then tailor to the position
Interview Prep

Do your research
Know the company
Know the product

• Interview Techniques Workshop
• Practice Interview Workshop
• Practice Interview Appointment- (Set –up at Career Center)
• Quick Tips
Take Action

Network
Social Media
Career Center Events
Job Boards
Network!

Make sure everyone you know is aware of your internship & job search.

Be specific about what you are looking for in an internship/job.
Utilize Social Media
Career Center Events

Fairs

• **Health Professions Graduate School Fair**
  
  Tuesday, April 12th 3pm to 6 pm - Student Center Ballroom

• **Spring Career Fair** — Thursday, May 5th 10 am to 3 pm

Information Sessions

• Dell
• Microsoft
• Cornerstone Research
• Peace Corps
• Child Development Inc.

On Campus Interviews
Job Boards

- STUDENTS: Find Jobs & Internships
- InternMatch powered by LookSharp™
- idealist
- InternQube

Follow Through
Follow Up is Key!

- Send an email or call a week to 2 weeks after submitting your application or resume
- Follow up multiple times
- Make it easy for the company to get back to you
Remember To . . . . . . . .

• Research the employer
• Tailor your resume/cover letter to the job description requirements
• Keep track of who you’ve sent what
• Follow-up with employers
• Dress professionally when meeting new contacts
And remember...

- Start early
- Focus your job search
- Be persistent/proactive, follow-up with employers
- Assemble a support system and stay positive
Additional Ways We Can Help:

- Drop in Advising
  - Monday-Friday, 11am-3pm

- Individual Appointments

- Resume and Interview Workshops
- Practice Interviews, week 2 - 9