

INTERNSHIP STEPS

Outline

1. Step 1: Identify Interests

- Career Services Events
- Joining clubs relevant to interests: <http://osl.sa.ucsb.edu/>
- Volunteer (CAB)
- Assessments
- Explore Career Binders and books
- Weekly themes

2. Step 2: Network

- Career Fair, Mixers
- Informational Interviews (using LinkedIn)
- Department Listserv (networking events)

3. Step 3: Look for Internships

- Start early
- Handshake
- Get Experience Page (sites with listings)
- LinkedIn
- Department Listserv (can join any, not just major you are part of)
- Use your network

4. Step 4: Identify and Prioritize Opportunities

- List companies/opportunities you are interested in
- Note the application timeline for each opportunity
- Research companies
- Identify the contact person for each position
- Take note of the skills that employer is looking for

5. Step 5: Resume and Cover Letter

- Attend resume/cover letter workshops
- Tailor your resume and cover letter to each company and position
 - » Examples in manual
- Use JobScan to make sure you have all the right key words
- Drop-in resume advising
- Make sure all resumes and cover letters have tailored content and are saved as pdf

6. Step 6: Interviewing

- BigInterview
- Mock interviews
- Books on interviewing
- STAR method
- What to wear
- Thank you letter

7. Step 7: Dealing with Offers

- How to decide between multiple offers
 - » Values sort (location, interest, work-life balance, etc.)
- Politely declining an offer
- What happens when you accept an offer

8. Step 8: During the Internship

- Ask questions
- Learn a lot, but also focus on proving your skills
- Start chatting with employer about a month before the internship ends if you're interested in converting to full time

9. Step 9: After the Internship

- Stay in touch with managers or other co-workers
 - » They can help you with full time positions later on
 - » More likely to be a reference if you update them on your job search and academic progress
 - » Connect on LinkedIn
- Add your internship to Resume and LinkedIn
 - » Detail accomplishments and skills

Additional tips:

- Have a professional voicemail message
- Don't limit yourself to what you find online- reach out to companies you are interested in that don't have internship programs and see if there's any possibility of developing your own
- Proofread all documents and emails