**Internship Action Guide**

Career Services offers a wide range of resources and activities to help students throughout their education to

**EXPLORE** academic and career options,

**BUILD** marketable experiences and job search skills, and

**CONNECT** to the employment community.

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|  | **3 Quarters Before…** | **2 Quarters Before…** | **1 Quarter Before…** | **During Your Internship** |
| **Action Items** | * Prepare a draft of your resume and have it reviewed by Career Services * Create/update your Handshake and LinkedIn profiles * Familiarize yourself with the resources in Career Services * Create an action plan to identify and research internships, industries and employers of interest * Identify any organizations with early application deadlines * Conduct informational interviews with people in jobs or at employers of interest Join professional and student organizations in your field of interest * Create your elevator pitch | * Identify possible references and re-connect with them if you haven’t stayed in touch * Update your resume and Handshake and LinkedIn profiles, as needed * Continue networking: attend networking events and conduct informational interviews * Make sure your interview outfit fits and is clean and pressed * Prepare for and schedule a mock interview * Make an appointment with Career Services to review your application materials * Begin applying for internships, customizing your application to each opportunity * International students: talk with the Center for International Studies and your academic advisor about CPT requirements | * Continue applying and interviewing for internships * Send a thank you note to each employer after you interview * Keep building your professional network through LinkedIn, networking events, and informational interviews * Accept an internship offer and notify any other employers you’ve interviewed with to withdraw your candidacy * If you’re interested in receiving credit for your internship, check with your school to determine if there’s an internship course you can take * Let your references know you accepted an internship | * Create work plan with your supervisor that outlines your responsibilities and learning objectives * Network with people across the organization and conduct informational interviews throughout your internship * Create a portfolio of accomplishments, including deliverables, skills acquired or honed, and any recognition you received * At the end of your internship, ask for a letter of reference or recommendation * Reflect on the experience: what skills did you gain? What did you most enjoy or excel at? How does this inform your next search? |
| **Selected Career Resources & Activities for Students** | * Career Information System (wois.org) * Handshake * Internship Advising   Attend:   * Job & Internship Fair * Internship and Networking & LinkedIn workshops | * Career Services News weekly e-newsletter * Connect with UW-Bothell alumni via LinkedIn   Attend:   * Resume & Cover Letter workshop * Career Networking Events | Attend:   * Successful Interviewing workshop * Alumni panels and networking events * Employer info sessions | * Update your resume and LinkedIn, Handshake profiles * Attend professional development or social events hosted by your employer |
| **Ongoing Action Items** | * Networking * LinkedIn | * Handshake * Informational Interviews | * Professional/Student Associations | * Job & Internship Fairs * Portfolio Development |

Career Services resources: Handshake, events, and appointment scheduling are available at <http://www.uwb.edu/careers>