**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?
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| **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
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| **Ongoing Action Items**  | * Networking
* LinkedIn
 | * Handshake
* Informational Interviews
 | * Professional/Student Associations
 | * Job & Internship Fairs
* Portfolio Development
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Career Services resources: Handshake, events, and appointment scheduling are available at <http://www.uwb.edu/careers>