

INTERNSHIPS 101

A Quick Start Guide to Internships.

INTERNSHIP GOALS:

- Explore potential career options
- Learn skills for employment
- Build your resume and work experience
- Network and make connections
- Could lead to a recommendation or....A JOB!



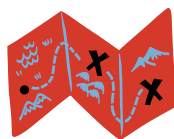
WHAT IS IT, ACTUALLY?

- Hands-on, experiential work experience
- Short term (set start and end date)
- Paid or unpaid, Part time (Max 20 hrs/week)
- Learning that is directly related to a career field
- Mentored/supervised by professionals in the industry



MAKE IT HAPPEN!

- Create a strong Resume and Cover Letter
- Search for positions that interest you
- Apply, Apply, Apply
- Interview (Either by phone, virtual and/or in person)
- Accept a position, and start your internship experience!



TIPS FOR SUCCESS:

- Treat an internship like a real job
- Be the 3P's: Prompt, Polite, Professional
- Take initiative, and look for ways to contribute
- Communicate, ask questions, and follow through



REMINDERS:

- CPT/OPT is possible for International students
- Finding the right internship takes time, effort, patience and persistence (Keep at it, it's worth it!)
- Connect with the CDO for help and support



RESUME BASICS:

- **HEADER:** Name & Contact Info (City/State, Phone, Email)
- **EDUCATION:** School Name/Location, Degree & Concentration. Grad date (or "Expected"). Study abroad info
- **EXPERIENCE:** Chronological=most recent first. Functional=focus on skills
- Everything counts: internships, volunteer work, unpaid experience
- **SKILLS:** Languages, Learning Clusters, Honors/Awards, etc.
- Keep a resume to ONE PAGE only
- Proofread! Save/send as a PDF file
- [WATCH: CDO Resume Workshop](#)



COVER LETTER 411:

- ONE page, clear and concise
- Accompanies your resume
- **HEADER:** Your name and contact info
- **GREETING and INTRO:** Address to a real person. State what position you are applying for, and include a hook
- **MAIN BODY:** Highlights of your education, skills/experience, and why you are excited about the position and company. Use keywords from the job description.
- **CLOSE:** Reiterate your enthusiasm, refer to your resume, invite follow up



INTERVIEW ADVICE:

- [WATCH: Virtual Interviewing Webinar](#)
- [WATCH: CDO Interviewing Workshop](#)
- Schedule a mock interview with the Career Development Office
- [Use Interview Stream](#)
- Develop your "Elevator Pitch"
- Practice, practice, practice



CAREER DEVELOPMENT & INTERNSHIPS

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