



1 OVERVIEW

Definition of an Internship - An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting.

Benefit to Students

- Resume - Gain work experience to build your resume.
- Career Exploration - Learn about the industry and explore your career path.
- Business Knowledge - Obtain knowledge of business functions
- Marketability - Increase value and marketability to employers

Do you need an internship? An internship is a differentiator between you and another top candidate.



2 RESUME

Where do I begin?

Build your resume

- Get involved in a McCoy Student Organization!
- Add soft-skill-related activities to your resume
- Include quantifiable data
- Utilize the Student Success Center and Career Services

Job search tools and resources

- Create a Handshake profile
- Update your LinkedIn

Build your networks through career-related events



3 INTERVIEW

I have an interview! Now what?

- Familiarize yourself with the internship job description
- Be ready to articulate your goals, strengths, skills, and accomplishments
- Practice your interview and integrate feedback
- Have all logistical details ready and make copies of your resume
- Dress professionally & arrive early
- Send a thank-you follow-up email



4 ACCEPTING THE OFFER

I have an offer! Now What?

Tips on professionalism:

- After formally accepting your internship offer, it is good practice to withdraw your candidacy from other companies.
- It is not good professional practice to withdraw your offer after receiving another offer from a different company. Instead, ask for additional time to consider your offer but be prepared to answer within the timeline of the organization.

Remember to ask for:

- Your start and end date
- The company dress code
- Items to bring on your first day
- Number of hours you will work, etc.



5 BEING A SUCCESSFUL INTERN

Be sure to showcase these qualities during your internship:

- **Attitude** - A positive attitude at work goes a long way
- **Learn** - Be willing and ready to learn
- **Questions** - Don't be afraid to ask questions
- **Initiative** - It is important to be willing to work and take on task
- **Teamwork** - Be professional and collaborate with those around you
- **Respect** - Always be kind to fellow employees and interns
- **Professional** - Show early, dress professionally and, keep it professional



6 Action Items

I have an interview! Now what?

- Update your resume
- Create your handshake student profile
- Apply! Apply! Apply!
- Report your internship