

Friends of University Academy Alumni Support Program

Guide to Getting an Internship and Making it Successful

This document includes critical information about getting an internship and making it successful. It is very important that you read this whole document. Some of this information may seem obvious, but it is critical that these items are followed.

Always Have a Perfect and Updated Resume

- Your resume is a critical document; it is the only thing potential employers have to evaluate you before they meet you
- One single misspelled word or grammatical mistake can mean that you will not even get an opportunity to interview
- Resumes should be one page
- Please follow the format at the end of this document; this format is what is used in the business world
- The file for your resume should be saved as your name with a date on it: for example “Lesley_Damon_Resume 5_18_10”

Be Persistent

- In looking for an internship or job, it is critical that you are persistent about following up with potential employers; do not think that you can mail or email a resume and your work is done
- Business people have lots of tasks on their plate and often hiring interns is low on their list of priorities; thus resumes may end up in a stack of paper on their desks
- You need to follow up with people by phone and email. Do not be shy! Always be respectful and nice, but sometimes it may take multiple calls to get someone to actually focus on your resume and schedule a time to meet you
- Business people admire persistence because it is critical to getting things done in the business world

Be Extremely Responsive

- Make sure you respond to emails quickly – same day or within 24 hours at the most
- Return phone calls as quickly as possible – same day or next day

Proofread Everything Multiple Times

- Your writing represents you. Employers will not hire you if your correspondence during the interview process has mistakes because they will assume that you will send things out with mistakes in the context of your work
- Proofread everything (resumes, cover letters, emails etc) extremely carefully for spelling and grammar – this applies to all correspondence during the internship search process as well as during your internship

- Reading your messages out loud will help you avoid mistakes
- For reports or other formal written work product during an internship have a colleague review the document (after you have already proofed it) before you finalize it

Look and Dress Professionally

- Dress in a professional way
 - For males: dress slacks, button downs, tie, and jacket
 - For females: dress slacks or knee length skirt / dress, button down or sweater (no revealing clothing of any kind)
- Always error on the side of being over-dressed
- Jewelry should be kept to a minimum – small earrings are ok, 1 necklace is ok. No nose, tongue, eyebrow rings etc.
- Cover any tattoos (and don't get anymore!)

Present Yourself in a Professional Way

- Have a firm handshake and look people directly in the eyes when you meet them
- Maintain eye contact when you are talking with people
- Speak loudly and clearly
- Always use appropriate language and correct grammar

Prepare Yourself for the Interview

- Research the company using its website
- Know the company's mission, history etc.
- Try to do an informational interview with someone else who works at the company before your formal interview
- Be prepared (rehearse your answers) to answer:
 - Why you want to work at the company
 - Why you want the position
 - Why you are the best person for the job

Be on Time

- Know where you are going for interviews
- Give yourself plenty of time – arrive a bit early
- Always show up for your internship on time

Maintain Appropriate Online Etiquette

- Think about what you are putting on your Facebook and other social networking sites
- Many companies are looking at candidates pages as part of their evaluation process
- Do not put any inappropriate pictures on you page or use foul language on your pages
- If friends tag you in inappropriate pictures un-tag yourself
- Have an appropriate email address – at least for correspondence with potential employers. For example, use your name and the year you graduated, “LesleyDamon04@gmail.com”

Have a Great Attitude / Work Ethic

- Not everything you will be doing at an internship will be glamorous
- Be prepared to “pitch in” - in any way possible
- If you are not busy, ask for things you can do
- Always be upbeat – don’t complain
- Be prepared to stay late if there is a deadline or someone needs you to

Network and Build Relationships

- Always make a good impression on the people you are working with – you are building a roster of people who can recommend you for other jobs or write recommendation letters
- Invite co-workers to lunch and ask them about what they do and about their career path
- Take advantage of opportunities to get to know people through social or volunteer activities
- Keep up relationships after you leave an internship through an occasional email or letter. This will pay off when you are looking for reference letters down the road

JANE SMITH

12345 S. Main Street, Apt. 1
Olathe, KS 66062
(913) 555-7957
JaneSmith@gmail.com

EDUCATION

- 8/08-Current **MISSOURI STATE UNIVERSITY** Springfield, MO
- Candidate for Bachelor of Arts (May, 2012)
 - Major –English Literature
 - Member – Alpha Mu Fraternity and Student Activities Council
- 8/04-5/08 **UNIVERSITY ACADEMY HIGH SCHOOL** Kansas City, MO
- National Honors Society
 - President – Spirit Club
 - Varsity—Basketball and Academic Decathlon

EXPERIENCE

- 4/06-5/10 **WILLARD SCHOOL DISTRICT** Willard, MO
School Social Worker (MSW practicum)
- Assessed needs of students and families and made appropriate referrals.
 - Assisted in the initiation of a Youth Tobacco Education Program.
 - Provided individual and group counseling.
- 1/05-12/05 **ST. JOHN’S HOSPITAL** Lebanon, MO
Medical Social Worker
- Assessed and counseled patients and made appropriate referrals.
 - Participated in a multidisciplinary team of doctors, nurses, physical therapists, and social workers.
 - Provided education to patients in regards to the presenting illness.
- 8/04-2/05 **RONALD McDONALD HOUSE** Springfield, MO
Assistant Manager
- Coordinated family activities.
 - Oversaw activities and scheduling of volunteers.
 - Assisted with annual fundraisers and promotions.
- 8/03-5/04 **DEPARTMENT OF SOCIAL SERVICES** Springfield, MO
Independent Living Teacher
- Served as a mentor for adolescent boys in foster care.
 - Educated students on necessary life skills.
 - Provided educational, social, and emotional support.

OTHER INFORMATION

- Volunteer for Habitat for Humanity and Harvesters
- Fluent in Spanish
- Proficient in Microsoft Office (Word, Excel & Power Point)
- Interests include photography, collegiate Sports and cooking