

JOB SEARCH SERIES



INSIDE:

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Career Builder

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for Internships

Get Prepped

What do Adelphi
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Make the Most of
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Internships

JOB SEARCH SERIES:

- Job Search Strategies
- Using *PantherZone*
- Jobs on Campus
- Internships
- Resumes and Cover Letters
- Networking
- The Internet as a Job Search Tool
- The Interview Process

*The Center for
Career Development*

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AU ADELPHI
UNIVERSITY
GARDEN CITY • HAUPPAUGE
MANHATTAN • POUGHKEEPSIE

Internships are great career-builders!



Why? because they...

- Allow you to explore various career possibilities.
 - Give you exposure to the professional world beyond campus.
 - May help you choose a major—or even change your major.
 - Identify suitable positions for future full-time employment.
 - Develop your relevant work experience and skills.
 - Clarify your career objective and present you as “career-focused.”
 - May offer academic credit, a stipend or compensation (pay).
- Bridge the gap between classroom theory and an actual employment experience.
 - Enable you to develop professional relationships.
 - Can sometimes lead to a full-time job offer.

Don't wait for your internship to come in!



←Row out to meet it!

Take the Internship Prep Seminar (IPS)

The IPS (a one credit, pass/fail course) will help guide your professional and career development through enhancing your resume, cover letter, interviewing, job search and critical thinking skills. **(Sign up for course # 0137-299.)**

Applying: The application process requires thoughtful, **advance planning.**

Job search skills that you use to obtain an internship will prepare you for full-time job searches in the future. Detailed help with each of these steps will be found in the Career Center's *Job Search Series* publications:

- Start by **researching** industries, organizations and positions of interest to you. It is important that your internship be structured, providing you with a learning experience—and only your research will give you a good idea about which organizations are most likely to provide this. (See our *Internet as a Job Search Tool* guide—look for “Know Your Field” and “Know a Company” sections.)
- Prepare your **resume** draft. (See our *Resumes and Cover Letters* guide.) Then, have it reviewed by a counselor at the Center for Career Development: (careercounselor@adelphi.edu).
- Based upon thorough research of the field and organization, **cover letters** must be prepared and targeted to each organization. (See the back of our *Resumes and Cover Letters* guide.)
- Answers to potential **interview questions** should be prepared based on your research of the organization. (See our *Interview Process* guide.)
- Attend Career Center events and workshops. (See our newsletter, *Career Compass*, for dates and times.) Build your knowledge and confidence! The Career Center can help you to conduct a targeted, effective and professional internship search.

What do *Adelphi* students and alumni say about the benefits of their internships?

"Thanks to the Center for Career Development, I learned about an opportunity to intern with Madison Square Garden. Working with my supervisor, I gained invaluable experience analyzing data, budgeting, forecasting, and using software such as Oracle. It's been a challenge, balancing school work, social life and internship, but I recommend that every student get a taste of the outside world before they become part of it." ~ Pradipan T.



"I found my internship through The Center for Career Development, where I also received guidance with my resume and preparing for the interview. This internship enabled me to add practical experience to knowledge I gained in class. By attending seminars and meetings with AIG's office director, I now have a better understanding of financial products and market fluctuations which will help me in my future career as a financial analyst." ~Tomislav K.



"I met the Maurer Foundation recruiter at the Adelphi Job and Internship Expo. Projects at The Maurer Foundation are always different. Feedback from my supervisors has shown me the importance of interpersonal communication in the graphic design field."



~ Jessica M.

"The Center for Career Development helped me prepare my resume and led me to many opportunities that matched my goals and skills. I found an internship at a CPA firm where I gained hands-on exposure, confidence and a perspective on the direction of my career." ~Erica Y.



"Within a few weeks of working with the Career Center, I started a finance internship and had interviews scheduled with local and major firms in New York. Ever since then, the direction of my life changed completely. As an intern at MSG, I learned what it takes to work in a professional environment, and am transitioning from a college student to business person."

~Thomas K.



"As an America Reads tutor for four years, I met truly remarkable children with great potential. It's been worthwhile as well as fulfilling, because you have a chance to make a huge impact on a child's education and life —to motivate and encourage those who have a hard time believing in themselves. What I learned from this experience is to never give up on a child—because you never know what he or she may be destined for in life!"

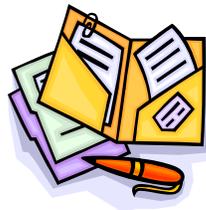
~Nancy B.



Make the most of your internship!

You've researched the industry, you've met application deadlines, and you've practiced interviewing. You've finally gotten an internship offer! Now—make the most of the opportunity:

- Networking begins your first day. In order for people to know you, first **show interest in them**. Then—show them what you are capable of doing.
- **Build relationships.** Get to know people at all levels within the organization. Be interested in what they do for the organization. Asking people for information, not for a job, is what is known as informational interviewing. (See *The Interview Process-Job Search Series*.)
- Seek permission to attend organizational meetings or events and **become involved** in the activities of professional associations of which the organization is a member.
- Develop relationships with **other interns** – they are future contacts, colleagues and part of your growing network.
- Set up a **LinkedIn account** and make sure your profile is regularly kept up to date.
- **Show initiative** by asking your supervisor for additional responsibilities with a project in which you are interested.
- **Be a team player!** Offer to support others even if you are not directly responsible for the project on which they are working.
- **Find a mentor.** This could be your supervisor or someone who is well-respected within the organization and from whom you can learn the most about the organization and field.



- Ask brief, **intelligent questions** to clarify something. Do not ask questions about everything. You are expected to make some decisions and take action on your own.
- Track your success. Keep records of projects you work on. Ask permission to **keep samples of your work**. (Sometimes the organization may not allow this, so it is best to ask first.)
- Meet with the **Internship Coordinator or a member of your career center staff** before, during and after your internship: *before* to prepare, *during* to seek help with issues and *after* to plan your follow-up strategy.
- Find out about any **additional opportunities** before your internship concludes.
- Ask those you'd like to act as reference(s) before leaving the internship. Obtain accurate contact information and, if possible, request letter(s) of recommendation.
- Once your internship has ended, **send a thank you note** to your direct supervisor and anyone else who was supportive of you during the internship.
- **Update your resume.** Include the company name and duties of the internship position. Have a career counselor review your revised resume.
- Continue to **follow up and stay in touch** long after you have left the organization—that is, if you leave at all.

