

Starting Your Internship Search

SI Career Services/PEP

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When to start?

- NOW!!!
- It takes, on average, 3 months to obtain an internship.
 - From actively sending out resumes/applications -- to acceptance of an internship.

Where to start?

- Assess what you want to do:
 - Analyze your goals, skills and interests
 - Examine your academic career goals
 - What kind of experience do you want?
 - What are your personal and career goals?

Gather Information

- Talk with your peers, faculty, and alumni about their experiences:
 - Join a student organization
 - Attend internship roundtables
 - Meet with your faculty advisor
 - Attend any alumni-related programs
 - Utilize the SI Student-Alumni Network
 - Attend internship fairs
 - Meet with SI Career Services– Kelly Kowatch kkowatch@umich.edu

...continue gathering information

- Research job posting sites/read job descriptions to learn about different types of jobs, organizations, skills and qualifications

Resources

- iTrack (SI online recruiting system)
- Career Center Connector(The Career Center online recruiting system)
- iMpack (B-School online recruiting system)
- Listservs
- Professional organization web sites
- Company web sites
- SI Career Services

Most common resources used

- iTrack
- Professional/Personal contacts
- Company web site
- listservs

Most effective resources used

- Personal/professional contacts
- Company web sites
- iTrack
- listservs

Start to Network!

- Networking has proven to be the most effective way to get a job.
 - *From data collected on SI graduates, 85-90% reported getting a job or internship was a direct result of networking!*

Resume/Cover Letter

- Begin drafting your resume and cover letter
- Your resume and cover letter should be perfect!
 - Bring it in to SI Career Services for review
 - Once reviewed, post your resume to iTrack.
 - OR just submit it to iTrack– it is automatically reviewed before submission.

Where to Network

- Join a professional and student organization
- Attend professional conferences
- Join relevant listservs (chijobs, saa, ala, libjobs, nonprofit tech jobs, sla, asis)
- Attend employer presentations and employer panels at SI, or other schools on campus (Business School, College of Engineering)
- Talk to your peers, faculty and alumni
- Connect with alumni through the SI Student-Alumni Network
- Attend internship and job fairs
- Gather contact information for targeted organizations– through your own contacts, SI Career Services, iTrack, Student-Alumni Network– and directly contact organizations

Most Effective Networking Method...Informational Interviews

- Startling statistics
 - One out of every 200 resumes results in a job offer
 - One out of every 12 informational interviews results in a job offer

What is an informational interview?

- An expanded form of chatting with network contacts. It's the process of spending time with one of your network contacts in a highly focused conversation that provides you with key information you need to launch or boost your career.

Potential Results

- Lots of information about career field and skills needed to do that job effectively.
- Management-level personal contacts.
- Insight into hidden job market
- Awareness of employer needs—potential to develop an internship opportunity
- Find out where you fit into a particular organization
- Refine your interview skills

Start sending out your resume and applying for internships

- Follow up with network contacts
- Check job posting sites on a weekly basis
- Check company web sites on weekly basis—
and watch for deadlines!

Practice Your Interview Skills

- Make an appointment with SI Career Services for a mock interview
- Meet with your faculty advisor
- Practice with your peers

Follow up!

- Follow up on resumes you've sent out.
- Follow up with network contacts.

Interview

- If you have followed these steps and have taken a proactive approach to your internship search, you will no doubt have a few interviews lined up well before the semester is over.
- Always send a thank you note/email within 48 hours of your interview.

The final steps...

- Evaluate your internship offers– and accept an internship!
- If you want to get PEP credits for your internship, your mentor/supervisor must directly send me the offer letter or description.

Other UM Career Resources

- Central Campus Career Center
Servicing the entire University of Michigan, The Career Center offers additional assessment tools, forums & career fairs, job postings, and houses a library of job search resources.
- Student Employment Office
Offers postings for work-study and on-campus temporary student employment.
- University Employment Opportunities
View job postings for temporary and full-time work within The University of Michigan.
- International Center
Workshops on visa issues, international job searches and more are offered by the International Center here at U of M. Their office also houses an extensive reference center for students looking to work abroad.
- Ross Business School-Office of Career Development- iMPact--access to job postings, employer contact information. Fee is \$75 for 2 semesters, contact ocd@umich.edu