

## **GAIN EXPERIENCE THROUGH INTERNSHIPS**

Approximately one-third of all Sarah Lawrence students participate in the Internship Program during their four years. Why? Sarah Lawrence students have the unique advantage of being a short train ride away from NYC and the greater Tri-State area, which allows for unmatched internship opportunities. Supplement your academics with experience—as past students have—at organizations large and small, old and new, in industries of all kinds.

### **What is an internship?**

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An internship is a well supervised, onsite, pre-professional work experience closely related to a career, academic or personal interest. In addition to enabling students to explore possible career paths, it also allows students to acquire new skills, define career goals and network for future job opportunities.

The duration of an internship is usually one semester (16 weeks), however some employers may offer a one year internship opportunity. Employers typically take into consideration a student's academic schedule, so hours can range anywhere between eight to fifteen hours a week. Some employers make expect full-time hours during the summer. Additionally, internships may be paid or unpaid depending upon the employer. Some employers who offer unpaid internships may choose to provide a small stipend to cover travel or lunch costs.

### **Benefits of an internship**

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- An internship will allow you to gain valuable experience that will make you more marketable in today's economy.
- Helps with finding the right job because it helps you refine your values and interests, which are crucial to choosing a job.
- Allows you to couple your academic learning with "hands on" experience, which will give you greater insight in the classroom.
- Gives you networking contacts in your chosen field.
- Enables you to "test the waters" as a professional in the work world, possibly making your transition from the classroom to the workplace more smooth.
- Ideally, an internship can lead to a full-time job with the same employer.

### **Eligibility**

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All students are eligible to intern, however, students are encouraged to start applying for internships during their sophomore year.

## **Does your internship require credit?**

Employers decide whether or not to offer internships as paid or unpaid, credit or noncredit. If an employer requires credit for an internship, there are two options: earn academic credit via Fieldwork or earn non-academic credit via Co-Curricular Credit. To receive academic credit, students must submit a fieldwork application to the Dean of Studies Office, Westlands, Second Floor. To receive Co-Curricular credit, students must submit an application for Co-Curricular Credit to the Office of Career Counseling, Bates Second Floor.

## **What is Co-Curricular credit?**

Co-curricular credit:

- Does not go on your transcript or count towards your degree
- Requires an application through the *Office of Career Counseling* and completion of specific requirements (listed below).
- Granted at no cost to the student.

## **To apply for co-curricular credit:**

In order to satisfy the employer's requirement of credit and receive co-curricular credit:

1. Make sure you are eligible. Eligibility for Co-Curricular credit states that first-year students, first-semester transfer students and students on academic probation are **not** eligible to apply for co-curricular credit.
2. Make an appointment to meet with the Associate Director, Anne Marie Damiani and pick-up an application, prior to the start date of the internship.
3. Once your application is approved by Career Counseling, your employer will receive a letter from our office stating that you are a part of the Sarah Lawrence College Internship Program and will receive co-curricular credit for your internship.

## **Co-curricular credit requirements:**

1. You must attend a **mandatory** meeting with Associate Director, Anne Marie Damiani, for an Internship Orientation, offered at the beginning of each semester. Check with the OCC for specific dates and locations.
2. You are required to satisfy the hours and duration requirement of the internship set by the employer.
3. Complete an Internship Feedback Form at the conclusion of the internship and submit it to the Office of Career Counseling. An Internship Feedback Form will be emailed to you. Please note, your internship supervisor will also be asked to complete an evaluation form regarding your performance and you may meet with a career counselor to review the feedback provided.
4. If you do not satisfy the above requirements, you risk losing your privilege of obtaining co-curricular credit in the future.

## **How to search for an internship**

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Hone your search before you start by answering the following questions:

- What are my career interests?
- What do I hope to obtain from this internship?
- What type of organization/industry am I interested in?
- Where do I want to intern and when?
  - *If you can't fit an internship into your school schedule, consider a summer internship in your hometown.*
- Do I want a paid or unpaid internship?
- Would I like to obtain academic credit or would I rather a non-credit internship?
- Does the employer require credit?

Once you've narrowed your search criteria, there are many resources available to help you find the right internship. If you need one-on-one assistance using the following internship search tools, please make an appointment with a career counselor.

### **CareerLink**

CareerLink is Sarah Lawrence's online internship and job database. You can access CareerLink from your MySLC page. Once you have completed a short registration, you will have access to over a thousand listings, including internships, jobs, fellowships, and volunteer opportunities. If you need assistance with logging in or navigating CareerLink, please call the Office of Career Counseling at (914) 395-2566.

NIC (National Internship Consortium) is a consortium SLC students can access through CareerLink which consists of 17 national colleges and universities whose primary purpose is to expand the number of internship listings available to all students and broaden the geographical reach of these listings. This will aid students seeking summer internships in their hometown and alumnae/i looking for positions outside the Tri-State area.

### **Internship and Career Fairs**

Attend the on-campus Internship Fair, held during the fall semester. You can also attend local career fairs which also provide full-time jobs and internships. Also, participate in our internship consortiums such as CIC (Career and Internship Consortium) held during the winter break.

### **Internship Directory**

The Internship Directory is printed every semester and is a sampling of the many unique and diverse internship opportunities available in the tri-state area. Many of the internships included in this directory have been pursued by and/or obtained by Sarah Lawrence students in the past. Pick one up in the office today.

### **Networking Resources**

Talk to as many people you know as you can and let them know that you are looking for an internship. These people include: family, friends, coworkers, supervisors, faculty, past employers, alumni, members of your community and professionals in your desired field of study.

### **Company Websites**

If you are interested in interning at a particular organization, visit their website frequently to see what opportunities they may have. This also gives you the chance to learn more about the organization and particular departments.

### **Cold Contact**

You may be interested in interning at a particular organization, but they do not list any internship openings. Research the company and particular department of interest. Call them directly and ask if they would consider hiring an intern (*some employers never give it any thought and would welcome an opportunity to have an intern*), or you may consider writing a letter telling them how you can contribute to their organization as an intern.

### **Before accepting an internship offer**

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If an internship requires academic credit, make sure you meet eligibility requirements to apply for fieldwork and submit your Proposal for Fieldwork to the Dean of Studies Office, Westlands Second Floor, prior to accepting the position.

If an internship does not require academic credit, you may apply for Co-curricular Credit (non-academic credit) through the Office of Career Counseling. Please consult with the Office of Career Counseling regarding eligibility requirements.

**Plan ahead.** Know your availability and how much time you'll be able to dedicate to an internship. Make sure to discuss your schedule as well as a start date and end date with a potential employer /supervisor beforehand to avoid miscommunication.

## **Make the most of your internship**

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Employers seek interns who are flexible, creative, effective communicators, and hard working. Interns should also be skilled in writing, speaking, and critical thinking, although every internship requires different qualities. The following is a list of tips for a successful internship:

- **Set goals.** The success of your internship depends on you. It is wise to set personal goals and know what you want to achieve during your internship. Some goals may include becoming more familiar with an area of specialization, learning new working skills and establishing network contacts.
- **Establish a rapport with your supervisor.** You may have a supervisor who is constantly busy and often unavailable, however it is important to meet with your supervisor to give progress reports, ask questions, and offer to take on more responsibility.
- **Take initiative.** As an intern, you will usually be given a set of responsibilities at the start of the internship. This does not mean you can't volunteer to offer assistance on other projects. Pitching in demonstrates that you are a team player. Also, don't be afraid to ask to be included in meetings and professional workshops.
- **Be professional.** As an intern, it is important to maintain a professional image at all times. Avoid office politics and gossip and make efficient use of your time by not using company time to make personal calls and emails.
- **Project a positive attitude.** Interns usually complain that they are stuck doing the "grunt work." Be prepared that you may have to assume menial tasks before you are assigned more challenging work. It is important to always tackle all tasks with optimism.
- **Develop professional relationships.** During your internship you will be exposed to many different people. Make sure to greet others and be friendly with everyone you meet. This includes: supervisors, co-workers, receptionists, and CEOs. Try to network with other professionals in related occupations that you are interested in pursuing.
- **Re-evaluate your resume.** As you complete your internship, it is important to update your resume with new information, experience, and skills you have recently attained. This way, your resume will be ready to be sent for your next job/internship opportunity.

## **Share your insight**

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Prior to the start of your internship, you will be emailed a *Student Internship Placement Form* to be filled out. Upon completion of your internship, you will be emailed a *Student Internship Feedback Form* asking you to evaluate your internship experience. Please complete the forms and return it as soon as possible to Anne Marie Damiani, Associate Director, at [adamiani@sarahlawrence.edu](mailto:adamiani@sarahlawrence.edu). We welcome this information all year. This information is both useful to future interns in determining the appropriateness of an internship for them and to our office in deciding whether or not to advertise the position again.

## **Other ways to gain experience**

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### **Volunteer**

Volunteering is a wonderful way to learn new skills and gain exposure to a career that you may have never considered. An employer doesn't look at whether you were paid for a job; they look at the skills, knowledge, and experience you've gained.

### **Community Service**

For opportunities in community service, contact Community Partnerships at (914) 395-2573, Bates Third Floor.

### **On-Campus/Local Employment**

If you are interested in on-campus or local employment, contact the Student Employment Office at (914) 395-2572, Westlands First Floor.

### **Work Abroad**

Do you love to travel? Do you enjoy meeting new people and exploring new cultures? Are you adventurous and curious? There are many overseas work opportunities available, and if you're willing to put time and energy into researching your options, you may be able to find the perfect opportunity for you.

# Getting Started.....

- Resume and Cover Letter
- References
- Interview Skills
- Thank You Letter
- Other Internship Resources

## HOW TO APPLY TO AN INTERNSHIP

To apply for an internship, students should have an updated resume, a cover letter, and practiced their interviewing skills. Let's start with your resume. Remember, you can always make an appointment with a career counselor to review your application materials.

### Resume

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A resume briefly summarizes your work-related skills and accomplishments. It describes your educational background, relevant experiences, achievements, activities and interests. It should present information logically, enabling the reader to glean the facts quickly and easily. The language must be succinct, expressive and action-oriented to create the most positive effect with the least number of words.

The resume serves most often as a tool for screening job and internship applicants to determine which applicants are to be interviewed. Because it is one of the first things a potential employer sees, it is imperative that it calls attention to the most significant and positive aspects of your background. In addition, the resume can be used to inform personal contacts, and those who might recommend you, of your qualifications and experience.

### General Guidelines

The first thing to determine when creating a resume is its focus. What are your career or job objectives? Think about your audience: Who are your potential employers? Who will be reading your resume? How do your employment, academic and extracurricular experiences relate to the position you're seeking? Understanding the answers to these questions should help you create an effective, well-targeted resume.

- Lead with the information that most relates to your objectives. If you are seeking a job in public relations, the experience which relates to this goal should be placed towards the top of your resume.
- Emphasize your best assets and skills. Stress skills rather than titles.
- Be brief. A well-written resume is ideally one page in length.
- Be honest, but do not underrate any experiences.
- Be professional. Take the time and care to create a polished resume that represents you well.

# Sample Resume Template

## **Name**

Phone number

Email address

## School Address

## Permanent Address

**Objective** (Optional) ex. Seeking an internship in \_\_\_\_\_

## **Education**

Sarah Lawrence College, Bronxville, NY; *Bachelor of Arts*, anticipated Month, Year

Concentration(s)

*You may include other educational programs (ex. study abroad, summer program taken at other colleges/universities).*

## **Honors/Awards**

Scholarships, Fellowships

## **Related Coursework (optional)**

Classes taken related to the desired position

**Skills** – This includes any computer, foreign language or any other specialized skill

## **Related Experience**

**Organization**, City, State, Zip  
*month/year)*

Dates (*start with current- include*

*Title*

- Written in third person use action verbs describing your most recent experience.
- Remember to highlight skills and accomplishments
- Focus on previous jobs, skills and education closely related to the desired position.
- Remember to check spelling, punctuation and grammar.

## **Additional Experience**

**Organization**, City, State, Zip

Month/Year – Month/Year

*Title*

- Include previous non-related jobs (ex. waitress, cashier, store clerk, administrative and on-campus jobs) where you have developed strong transferable skills (ex. interpersonal, communication, organizational skills).

## **Activities/Interests**

- Club memberships (on or off campus), Arts, Sports, Music
- Personal interests (ex. hiker, international travel, etc.)

***References Available Upon Request***

# Sample Resume

## DIANE S. KENNEDY

dkennedy@gm.slc.edu

*Campus Address:* Sarah Lawrence College, 1 Mead Way, Bronxville, NY 10708; (914) 395-0000

*Permanent Address:* 240 Main Street, #18F, Philadelphia, PA 10001; (909) 555-1111

### OBJECTIVE

To advocate for positive social change through an internship at a nonprofit organization.

### EDUCATION

**Sarah Lawrence College**, Bronxville, NY, Bachelor of Arts, anticipated May 2010

Concentrations: Social Sciences and Writing

**Trinity College**, Dublin, Ireland; Study Abroad, Spring 2008

### SKILLS

Proficiency in Microsoft Office, basic French, advanced research abilities, community organizing skills, strong spoken and written communication skills, creative problem-solving abilities.

### RELATED EXPERIENCE

**Empty Bellies**, Sarah Lawrence College, Bronxville, NY Sept. 2008-Present

*Founder/Director*

- Oversee a student group that collects leftover food from local businesses and the campus food services and delivers it to a food kitchen for the hungry in the Bronx.

**Dump and Run**, Sarah Lawrence College, Bronxville, NY Sept. 2008- May 2009

*Founder/Director*

- Established drop-off center in which students could donate unwanted clothes, food and other goods at the end of the year.
- Organized students to drive all the items to a shelter in the South Bronx.

**Human Rights and Anti-Sweatshop**, Sarah Lawrence College, Bronxville, NY Spring 2008

*Event Organizer*

- Organized lecture and discussion about corporate human rights abuses and environmental degradation.

**Student Organizer for Social Justice**, Sarah Lawrence College, Bronxville, NY Fall 2007

*Member*

- Successfully petitioned and advocated raising the wages of campus workers from \$6.50 to \$8.75.

### ADDITIONAL EXPERIENCE

**Clean Vibes Waste Management**, California and Tennessee Summers 2006 and 2007

*Supervisor*

- Responsible for clean up and recycling crew at music festivals in California and Tennessee.

### HONORS/AWARDS

- Awarded the Westchester Coalition for the Hungry and Homeless "Youth Award," 2008-2009
- Recipient of Sarah Lawrence award for outstanding student contributions to the community, 2008
- Charles V. & Florence C. Ladd Scholarship for outstanding volunteer performance, 2007

*References available upon request*

## Cover Letter

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The purpose of a cover letter is to highlight your qualifications and to demonstrate interest in a position or company/organization so an interview will be arranged. A well-written cover letter can be one of the most important assets in your job campaign. Eliciting responses which result in interviews requires that each letter be written individually and tailored to the specific employer.

The way you present yourself may make the difference between getting lost in the shuffle and finding success. How you come across on paper is even more important, because it is that initial impression that will open the door to the next step—an interview! We've developed some guides and tools to help you polish your job-seeking image.

### Types of Cover Letters

There are many different types of cover letters, the most common of which is the **application letter**, written in response to a specific job opening. A **letter of referral** is sent to a specific person to whom you have been referred; mention the person who referred you in the introduction to this type of letter. A **general inquiry letter** is used to search for possible openings in your area of interest at specific companies that interest you; it is important to demonstrate knowledge of the company/organization in this type of letter.

### Guidelines

- Always send an original letter with your resume.
- Send your cover letter to a direct contact (*for example: department head, human resources manager, etc.*) so that it will receive immediate attention.
- Be brief and concise. Cover letters are rarely more than one page in length.
- Succinctly communicate your message to employers, using simple and direct language, without being stilted and overly formal.
- Stress what you can do for the employer, not what s/he can do for you.
- Be positive; cover letters are not for exposing idiosyncrasies and faults.
- Use action words.
- Type cover letters on “good paper,” preferably the same weight and color as that of your resume (The Sarah Lawrence Bookstore carries resume paper).
- Email – attach cover letter and resume as Word documents.

# Sample Internship Cover Letter Template

Your Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Current Date \_\_\_\_\_

*Skip 4 spaces*

Name of Contact \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

*Double space*

Dear \_\_\_\_\_,

## **Introduction**

- Mention the position you are applying for and how you heard about it (ex. Office of Career Counseling, the company website, newspaper or recommended by \_\_\_\_\_).
- You may briefly mention something about yourself (ex. current Sarah Lawrence student, your year, concentration, career interest)

## **Body**

- This is the section you talk about your skills, experience, interests, and knowledge.
- This information can be taken from your background in various areas: part-time, full-time, summer, volunteer, internships, extracurricular activities, academic background and how it relates to the position. It's important to convey how your skills/qualifications and experience best meets the needs of the position/organization. Remember not to duplicate the wording from your resume.
- Show that you have researched the field/organization.

## **Conclusion**

- Mention that you are enclosing/attaching your resume for review.
- Indicate your desire for a personal interview by mentioning your availability and/or by offering to call the employer in the near future.
- Repeat your phone number and email address.
- Thank the contact for his/her time and consideration.

Sincerely  
*(Your Handwritten Signature)*  
Type your name here

# Sample Cover Letter

96 Brickhouse Boulevard  
Stamford, CT 06901  
July 15, 2009

**TIP:** Each letter should be written and tailored to the specific employer

Mr. Mark Brolin  
Assistant Editor  
*La Bella Cucina* Magazine  
11 Pinewood Circle  
Greenwich, CT 06341

**TIP:** Address the letter to a specific person. If you are unable to attain a contact, simply begin with your introductory paragraph.

Dear Mr. Brolin,

**FIRST ¶**  
State the position for which you are applying and how you found the position

Please accept my resume as application for the Publishing Assistant internship position posted through the Office of Career Counseling at Sarah Lawrence College. As a current senior concentrating in writing, with a personal interest in culinary arts, this internship opportunity would allow me to combine my knowledge and interests.

**BODY ¶**  
Be conversational and positive, yet professional

As a study abroad student, I spent the entire year with a native speaking Italian family in Venice. This opportunity allowed me to absorb the Italian culture in full and strengthen my Italian language speaking skills. In addition, as an assistant editor of my college newspaper, I was able to share my experience in Italy, with a full page article on all that I learned about the food, art, music and entire experience of living abroad. Working part-time as a hostess/waitress at a local Italian trattoria in town, has enabled me to learn greatly about the food business and acquire a taste in fine Italian dining.

**BODY ¶**  
Highlight relevant education and experience, but do not repeat your resume

**BODY ¶**  
Research the employer and demonstrate this knowledge.

*La Bella Cucina* is a rarity in that it is the only magazine that transforms the art of cooking into a practical reader-friendly guide. I have strong administrative and organizational skills, a taste for fine foods and am detail-oriented and meticulous in reading documents and drafts. I am confident that my experience, knowledge and skills make me the ideal candidate for this position and would allow me to be an asset to your organization.

Enclosed you will find my resume. I look forward to hearing from you to arrange an interview to further discuss my qualifications. I can be reached by phone at (333)-444-1234 or email at [you@example.com](mailto:you@example.com). Thank you for your time and consideration.

**LAST ¶**  
Specify any enclosed materials

**LAST ¶**  
End on a polite note

Sincerely,  
*Your Signature*  
**Your type name**

**LAST ¶**  
Close with "Regards" if an acquaintance; otherwise sign-off with "Sincerely"

## **References/Recommendation Letters**

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Another important document to have ready in your internship or job search is a list of references. Usually when a company is seriously considering you for a position, they will ask you to provide them with a list of references. Plan ahead to get your references in order so that you have it ready when you need them. If you are interested in setting up a credential file, which include letters of recommendation written by faculty and/or prior employers kept for you on file, contact the Office of Career Counseling.

### **Who to Ask for a Reference?**

You want to ask someone who is going to best able to attest to your experience. This can include former supervisors, co-workers, colleagues, customers, vendors and faculty. Do not use a person's name as a reference unless you have their permission.

### **Reference List**

- Once a person has agreed to provide a reference for you, make sure the information you have from them is correct (check spelling of name, if they hold current job title and updated phone numbers and email addresses).
- Inform your reference contact of the position you are applying for and what company you are planning to interview with.
- Create a list of references on a separate sheet of paper; do not include it on your resume.
- Include at least 3-4 references (this should include, name, job title, and their contact information).
- Always have several copies available at an interview; employers may ask for more than one copy.

### **Maintain your Network of Reference Contacts**

- After you've obtained your desired position, continue to maintain contact with prior references contacts as well as potential ones from recent or current internships/jobs.

# Example List of References

## **Your Name** List of References

### **Faculty Reference**

Dr./Ms./Mr.

Title

College/University

Address

City, State, Zip

Phone number

Email address

### **Faculty Reference**

Dr./Ms./Mr.

Title

College/University

Address

City, State, Zip

Phone number

Email address

### **Professional Reference**

Ms./Mr.

Title

Organization

Address

City, State, Zip

Phone number

Email address

## LEARN TO ACE THE INTERVIEW

While your resume makes a first impression, the interview leaves a lasting impression. The one-on-one conversation in an interview is an opportunity for you to complement your written application materials. Because of the interview's importance in the hiring process, it is important to enter an interview as prepared as possible. Review the following information to learn how to improve your interviewing skills.

### **The Phone Interview**

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Nowadays more employers are conducting telephone interviews as a way of screening applicants and cutting costs. In order to prepare for a phone interview you must:

- Research the company – When you send out your cover letter, remember to get some pertinent information on the company. If the company calls you to schedule a phone appointment, make sure you get the contact name of the person who will be interviewing you. Try to get their titles, and find out a little about what they do.
- Make a list - Make a list of your accomplishments, goals, strengths. Also write down your weaknesses and what you are doing to overcome them. Also write why you are interested in the company and any questions you make have.
- Prior to the phone interview, make sure your environment is properly set up (no distractions, noise, and interruptions).
- Practice – Although you are not meeting face-to-face, a phone interview is an interview nonetheless, so you must be prepared and professional at all times.
- When answering questions, remember to speak clearly and slowly and remember to smile; this will change the tone of your voice and project a positive image to the listener.
- Prior to the phone interview, make sure your papers are in order. Make sure you have your resume and cover letter close by and keep your “list” handy.
- Gather your tools – Keep a notepad and pen at hand to jot down notes, questions and your interviewer's name.

### **Prepare for the interview**

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Preparation is the key to a successful interview.

#### **Know yourself**

In preparing for your interview, the first place to begin researching is yourself. Review your resume and assess your skills, interests, values, and personality traits

in terms of the job for which you are interviewing. Know how you want to represent yourself and decide what you want to tell the employer about yourself. Think about how you can communicate your strengths, skills and experiences in a way that illustrates—not just states—how you are qualified for the position.

### **Research the company/organization**

Before you interview, find out everything you possibly can about the organization and about the position for which you are interviewing. The extra effort you take to learn about a prospective employer in advance could set you apart from the competition. A good place to start is the organization's website. Learn about their mission, services, culture, etc.

### **Dress appropriately**

A leading business publication recently reported that “one in five interviewers decide on a job candidate in the first five minutes and two-thirds of them need only 15 minutes.” This means that your appearance and the first words you speak are of critical importance. Dress in attire that you feel comfortable in and makes a good impression.

### **Arrive 15 minutes early**

Be sure you know where to go, where to park, or what public transportation to take so that you arrive early. Give yourself enough time and expect the unexpected (poor weather conditions, traffic, getting lost, etc.).

### **Resume and cover letter**

Always bring copies of your resume with you.

### **Practice**

Like everything else, your interviewing skills will improve with practice. Prepare by scheduling a mock interview with a Career Counselor. You may choose to have the mock interview videotaped so you can be more aware of your body language, nervous habits, or filler words (“um,” “like,” etc.) The more you practice, the more confident you will be.

## **Typical interview questions**

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Here are many of the most commonly asked questions you'll face in a typical interview. Take a moment to run down these lists and think about what you would say. There's no need to rehearse your answers—you want to be familiar enough so that you won't be caught unprepared or stumped by a question.

### **General/Internship Goals**

1. Tell me about yourself?
2. What led you to choose your concentration?
3. Why are you interested in this internship?
4. How does this internship reflect your academic and career goals?

5. What jobs, courses or extracurricular activities has prepared you for this internship?

### **Questions to determine your knowledge about the position/field/organization**

1. What do you know about our organization?
2. What do you think it takes to be successful in our organization?
3. In what ways do you think that you can make a contribution to our organization?
4. Describe the relationship that should exist between a supervisor and his or her subordinates.

### **Questions you may ask**

You should have questions formulated to ask an interviewer, which will demonstrate that you're genuinely interested in the interview and the internship opportunity. Be sure to ask questions that focus on the job, its responsibilities and opportunities. Questions about benefits, vacation, etc. are better asked after a job has been offered. Here are some examples of appropriate questions for the interviewer.

1. What are the day-to-day responsibilities of the position?
2. How will my performance be evaluated, and how often?
3. What is a typical career path for an employee entering your organization?
4. How would you differentiate your organization from your major competitors?
5. What do you consider to be the major problems facing your industry/field today?

### **During the interview**

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Review the following do's and don'ts for during the interview.

#### **DO**

- Make good eye contact with your interviewer
- Show enthusiasm in the position and the company
- Have a high confidence and energy level
- Make sure that your good points come across to the interviewer in a factual, sincere manner
- Stress your achievements
- Conduct yourself as if you are determined to get the job you are discussing.
- Turn off (or set to silent ring) your cell phone and/or pager
- Show what you can for the company rather than what the company can do for you
- Ask intelligent questions about the job, company or industry.
- Close the interview by telling the interviewer (s) that you want the job and asking about the next step in the process

- Try and get business cards from each person you interviewed with—or at least the correct spelling of their first and last names.

## **DON'T**

- Tell jokes during the interview
- Be soft-spoken. A forceful voice projects confidence
- Be overly aggressive
- Act as though you would take any job or are desperate for employment
- Say anything negative about former colleagues, supervisors or employers
- Lie. Ever. Answer questions truthfully, frankly, and succinctly. And don't over-answer questions
- Offer any negative information about yourself
- Answer questions with a simple "yes" or "no." Explain whenever possible. Describe those things about yourself that showcase your talents, skills and determination. Give examples
- Bring up or discuss personal issues, family problems, or controversial subjects.
- Respond to an unexpected question with an extended pause or by saying something like "boy, that's a good question." Simply repeat the question out loud to give yourself more time to think.
- Inquire about salary, vacations, bonuses, retirement, or other benefits until after you've received an offer. Be prepared for a question about your salary requirements, but do try and delay salary talk until you have an offer.
- Use poor language, slang, or pause words (such as "like," "uh," and "um")

## **After the interview**

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### **Thank you letter**

After the interview, thank the interviewer for meeting with you by sending a thank you letter or email within 24 hours. In your correspondence, tell the interviewer you appreciate him or her taking the time to see you. Restate your interest in the position, and mention a topic that came up in the interview that was of special interest to you.

### **Follow-up**

After sending your thank you letter, allow the employer approximately a week to ten days to contact you. If, after ten days or so, you still have not heard anything from the employer, you should follow up with a phone call or email. Express your continued interest in the organization and the position. Inquire as to whether or not any decisions have been made or when you might be notified.

# Thank You Letter Template

Your Address  
City, State, Zip  
Current Date

Name of Contact  
Title  
Organization  
Address  
City, State, Zip

Dear Mr./Ms. Last Name (First name if appropriate),

## **Introduction**

- Take the time to send a thank you letter to each person you interviewed with. You can, once again, reiterate your interest in the internship and why you think your skills are a good fit for the position. Give specific reasons why you are excited about the prospect of working there.
- Thank the interviewer(s) for their time and any other information they may have shared with you during the interview.

## **Conclusion**

- Once again emphasize your skills and accomplishments and how you can meet the needs of their company. Let them know how interested you are in working for their company based on their products, services or specific projects.

Sincerely,

Your Name

# Sample Thank You Letter

96 Brickhouse Boulevard  
Stamford, CT 06901  
July 25, 2009

Mr. Mark Brolin  
Assistant Editor  
*La Bella Cucina* Magazine  
11 Pinewood Circle  
Greenwich, CT 06341

Dear Mr. Brolin,

Thank you for the interview on July 23, 2009. I enjoyed meeting with you and learning more about the Publishing Assistant internship position available at *La Bella Cucina* Magazine.

I greatly enjoy culinary arts as well as writing and this internship opportunity would allow me to combine both interests as well as learn more about the publishing industry. During our interview, I was inspired by the casual yet fast-paced atmosphere of your organization. I believe I could work well in such an atmosphere, and as an intern I am certain I can be an asset to your department.

Thank you again for your consideration. I look forward to speaking with you again soon. If you require additional information, please feel free to contact me at (914) 395-2566 or by email at xxxx@gm.slc.edu.

Sincerely,

*(Signature)*

Your typed name

## ADDITIONAL RESOURCES AND LINKS

### Online Resources

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The following websites are a sampling of the many resources available for finding internships.

[Ed2010: Magazine Internships – www.ed2010.com](http://www.ed2010.com)

In addition to internships at some of the top magazines, Ed2010 offers jobs, message boards, and various events.

[Idealist: Internships – www.idealist.org](http://www.idealist.org)

Idealist is a project of the nonprofit organization Action Without Borders. Idealist is an interactive site where people and organizations can exchange resources and ideas, and offers thousands of internship, volunteer, and employment positions worldwide.

[Vault – http://careerinsider.vault.com/wps/portal/careerinsider?parrefer=420](http://careerinsider.vault.com/wps/portal/careerinsider?parrefer=420)

This website not only provides insight into careers through comprehensive downloadable guides, but offers a great tool for searching internships throughout the country.

Don't forget to search for internships on the many [Resources and Links](#) section of the OCC website ([www.slc.edu/occ](http://www.slc.edu/occ)). You can also check the website of the company or organization that you are interested in for internship opportunities.

*These links are offered as a place to begin your search. This is by no means an exhaustive list, nor does Career Counseling endorse any organization listed above.*