

Steps To A Great Leave-Term Internship

❑ **Evaluate What Topics Interest You?**—Think about the activities you already participate in and enjoy. Also consider the certain types of jobs, work environments, and activities that appeal to you as well as the particular skills/interests you would like to develop. Combine these criteria to think outside the box!

For example, if you have an interest in Art...

Obvious Employers to Explore—museums, auction houses, theatres, art centers, arts management, craft centers, interior designers, art education center,

Not So Obvious Employers in Art—marketing, publishing, educational/recreation centers, healthcare, advertising, retail home décor centers, rehabilitation centers, art professional associations, art supplies distributor, web development, educational travel

But maybe you enjoy gardening as well...

Employer That Combines Interests—landscape designers, flower garden designer, or florist

❑ **Set a Realistic Timetable**—Start at least 2 terms or more before your off-term (more so if it's a summer internship or an International experience that you are looking for). Commit to setting aside a regular time each week to do your research and complete applications. Prioritize those applications so that you can send them out in groups, starting with your top choices. An average of 15-20 employers total is reasonable.

❑ **Meet with a Career Advisor**—Either by appointment (6-2215) or during Walk-In Hours to discuss your options (check 'Career Services' Blitz Bulletin for hours).

❑ **Read & Understand the Nature of the Work**—Use the Career Services Resource Center to research your options.

The more information you know about a field or industry, the better equipped you are to interview and present yourself to employers. Get to know what skills employers seek, what different job opportunities there are within an industry, current trends in particular fields, etc.

❑ **Build Your Skills!**—Attend workshops on 'Finding an Internship,' 'Writing a Resume,' 'Cover Letters,' and 'Basic Interviewing.'

❑ **Search for Internships Using a Variety of Sources**—Check deadlines & requirements for each Internship.

From the website (dartmouth.edu/~csrc):

MonsterTrak
'Career Information' links
Student Recruiting Services

Career Services Office:

Alumni Advisory Network
Internship Directories
Professional Associations Directories
Job Newsletters
Career Search database

Other Resources:

Faculty
Your Family & Friends Network
Organization Websites
'Career Services' Blitz Bulletin
'Career Services Specialty Blitizes'

❑ **Draft a Cover Letter & Resume**—Get feedback during Resume Review Hours (Monitor 'Career Services' Blitz Bulletin).

❑ **Follow up on Your Applications**—Generally, allow about 10 days, then call to discuss a possible interview. Once you have had an interview, send a note graciously thanking employers for the opportunity.

❑ **Apply for Funding**—Research funding for unpaid internships from Career Services and other sources like Tucker, Dickey, and Rocky, etc. Applications are due the 5th week of the term prior to term you plan to take off.

❑ **Evaluate Your Offers**—Accept one then withdraw your applications from all other internship opportunities.