

GUIDELINES FOR A SUCCESSFUL INTERNSHIP/CO-OP

The following guide will assist you in your search for an internship. The process will require you to invest time and effort – therefore it is best to start as early as possible. The Career Center offers information, resources and personal assistance that will support you in your efforts. As you start, contact your department or advisor about the process and requirements in your field of study. Good luck and learn the process – you’ll use these skills the rest of your life!

Step # 1

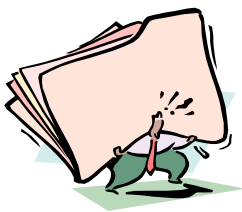
State Your Career Objective



- Visit the Career Center to speak with a Career Consultant.
- Utilize the various career assessment tools:
 - Strong, MBTI at Counseling Service (www.uwplatt.edu/counseling/);
 - SIGI Plus and WISCareer at Academic and Career Exploration Services (ACES) at www.uwplatt.edu/advising/index.html and at the Career Center at www.uwplatt.edu/careercenter
- Visit the Career Center and gather information from their Resource Center:
 - Handouts (ask at the information desk in the Resource Center).
 - Current books and publications on specific occupations.
- Attend the fall and spring Employer Fairs.
- Talk with faculty, alumni, friends and family for information about various careers.

Step # 2

Develop a Targeted Resume



- Review resource materials in the Career Center Resource Center:
 - Pick - up handouts on Resume Writing
 - Resume packet included in the internship folder
- Attend a resume writing workshop – check the Career Center events calendar on CareerLink or pick up a handout in Resource Center.
- Make an appointment with a Career Associate to review your resume. (342.1183)
- Share your resume with an advisor, employers, family and peers for feedback.
- Complete your CareerLink profile and upload your resume for complete registration with the Career Center.

Step #3

Identify Internship Resume



- Review the Career Center’s resources. (CareerLink, internship files, employer files and directories).
- Attend all UW-Platteville Employer Fairs.
- Obtain and search professional publications in your field.
- Arrange informational interviews and job shadowing experiences. Attend Employer Informational Sessions scheduled on the CareerLink event calendar.
- Network through your advisor, Career Center events, on-campus, community, organizations, employers, faculty, classmates, friends and family.

Step # 4

Apply for Internship



- Research the internship employer. (Literature in the Resource Center, World Wide Web, Informational Interviews)
- Visit with your department internship coordinator to discuss specific internship/co-op information for your major and obtain approval to participate in an internship/co-op.
- Modify your resume to highlight your skills to match the needs of the position.
- Work with Career Associates on developing a cover letter. (Career Center - 342.1183)
- Check your telephone answering machine:
 - Is it working?
 - *Test it!*
 - Does it have a professional message?

Step # 5

Prepare for the Interview



- Review your skills (portfolio/resume) and your career path.
- Review interviewing resources in the Career Center:
 - Pick up handouts on interviewing.
 - Review self-help books on interviewing and check the web.
 - Review Career Center cancellation and no show policy.
- Review research available on the employer and position.
- Arrange a mock interview with a Career Consultant at the front desk of the Career Center. (342.1183)
- Arrange material for a telephone interview.
- Inspect the clothes you will wear for the interview and purchase appropriate interview attire if needed.
- Arrive for your interview 15 minutes early.
- Interview for the internship.

Step # 6

Follow Up!



- Review resources in the Career Center.
- **Send a Thank You letter within 24 - hours after your interview:**
 - Include any items that you were requested to submit.
 - Highlight a specific item or unique item discussed during the interview.
 - Again state your interest in the position.
- Continue applying for positions!

Step # 7

Share Your Success



- Have the internship approved by your internship/co-op coordinator if you have not already done so.
- Complete internship/co-op forms.
- Register for credit.
- Start the internship.
- Complete all assignments.
- Complete post internship information.
- Review your career plan and modify according to your experience.
- Update your portfolio/resume materials and your resume on CareerLink.
- Report your internship/co-op position to your department, advisor, the co-op officer and the career center