

Students are encouraged to utilize the services of the Springer Center for Internships within the Smith Career Center (SCC) to obtain assistance with all of their employment needs, beginning as freshmen and continuing throughout their college years. In order to have a successful internship search, follow these basic steps as you **Explore, Prepare, Apply, and Succeed**.

Step 1: EXPLORE

Know Yourself

- Identify personal strengths, skills, and interests.
- Make a list of fields of interest and name multiple careers/jobs you could pursue.
- Think about various internship locations.
- Begin to work on your resume.

Meet with Your Career Advisor and Research Opportunities

- Meet with your Career Advisor to learn about internship opportunities and program requirements.
- Explore job search and online resources (Bradley.edu/scc), including Bradley netWORK.
- Read weekly internship updates.
- Research additional job search web sites available on the SCC web site.

Step 2: PREPARE

Work on Your Application Materials

- Meet with your Career Advisor to discuss application materials and job-search strategies.
- Utilize online resources and Smith Career Center Info Guides.
- Have your resume reviewed by the SCC Overnight Review Service or Career Peer Advisors.
- Attend Smith Career Center workshops or Resume Critique Days to perfect your materials.
- Update your profile and publish your resume in Bradley netWORK yearly.
- Create a LinkedIn Profile and join the Bradley University – BU Mentor Group.
- Prepare for the Interview. Utilize online resources, such as Interview Stream, to help you.
- Meet with your Career Advisor to discuss the interview process.
- Prepare interview attire that is appropriate for the field in which you plan to work.

Step 3: APPLY

Identify Opportunities and Complete Applications and Interviews

- Submit resumes and cover letters to employers of interest.
- Check Bradley netWORK on a regular basis and/or set up saved searches.
- Sign-up for all appropriate campus interviews through On-Campus Recruiting.
- Network with internship employers at Bradley's Job & Internship Fairs and networking events.
- Deliver a successful interview, follow up with employers, and respond to job offers in a timely manner.

Step 4: SUCCEED

Register Your Internship

- Meet with your Career Advisor to register for the appropriate cooperative education/internship course.
- Complete and submit all necessary paperwork throughout the semester.

Be Successful on the Job

- Report any issues or difficulties to your career advisor.
- Talk to your supervisor about dress code, social norms, procedural guidelines, and expectations.
- Manage first impressions with strong communication skills, appropriate attire, and signs of confidence.
- Actively learn about the organization, take initiative, and develop new skills.
- Network with colleagues and build relationships.
- Demonstrate your professionalism by thanking your internship employer at the close of the experience.

Internship Search Checklist

The job search can feel overwhelming, so it is helpful to break it into manageable steps. The good news is you do not have to do every step in order. For example, you can start working on your resume before you identify what you want to do. Start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity.

Step 1: EXPLORE

Know yourself

- I identified my strengths, skills, and areas of interest.
- I made a list of possible job titles/fields of interest.
- I have identified the top three geographic areas where I would like to live and work.
- I started my resume.

Meet with your Career Advisor and Research Opportunities

- I met with my career advisor to discuss internship opportunities and program requirements.
- I explored and familiarized myself with job search sites and online resources through bradley.edu/scc.
- I researched organizations/companies that might hire someone with my skills, interests, and background.
- I identified ten potential employers for the type of work I'm seeking.
- I reviewed potential career fields: typical entry-level jobs, salaries, best geographic location for jobs, etc.

Step 2: PREPARE

Work on Your Application Materials

- I met with my Career Advisor to discuss application materials and job search strategies.
- I prepared a portfolio, work samples or a web site to highlight my experience, skills, and talents.
- I utilized online resources and/or reviewed Smith Career Center Info Guides.
- I had my resume(s) and cover letter(s) reviewed by a professional in the field and my Career Advisor.
- I update my Bradley netWORK profile at the start of each academic year.
- I joined the Bradley University – BU Mentor group on LinkedIn.

Prepare for the Interview

- I met with my Career Advisor to discuss the interview process.
- I practiced responses to typical questions using Interview Stream.
- I prepared appropriate interview attire and drove to the interview site to ensure I knew the correct location.
- I developed my "30-second speech" for short encounters with employers.
- I have a professional-sounding voicemail message in case an employer calls.

Step 3: APPLY

- I submitted resumes and cover letters to employers of interest.
- I regularly check Bradley netWORK for career opportunities and set up saved searches.
- I network and follow-up with employers at job fairs and all networking events.
- I developed a system for keeping track of my contacts, interviews, and other job-search activities.
- I follow-up each cover letter with a phone call or email to the employer requesting a job interview.
- I send thank you letters or emails to every person who interviews me.

Step 4: SUCCEED

- I met with my Career Advisor, registered my internship, and submitted all necessary paperwork.
- I update my Career Advisor with any concerns or successes.
- I made a strong first impression and communicate with my supervisor about goals and daily expectations.
- I actively learn about the organization, take initiative, and do my best to develop new skills.
- I network with colleagues whenever possible and appropriate.