FALL INTERNSHIP?
Everything you need to know is here!

○ In spring, register for POL 491 and see Dr. Liebell during her office hours. You do NOT need a placement before registration but you must have a schedule that allows you to have TEN HOURS of time in an office. Please allow for at least 45 minutes of travel time on each end. We recommend two days with a six-hour block in each day. It is also possible to have one full day and one short block.

○ In April or May, start revising your resume. We’ve created a handy guide for you. Visit Career Development (CD) with your resume. You write the resume (using the guide), go to Career Development to get their input, revise, and then submit to the internship coordinator, Dr. Liebell. You should also put your resume on file with Career Development.

More information about how to contact Career Development and the services they offer may be found here and in the information on Page 2.

○ Philadelphia provided a remarkable source of internships! In April or May, begin researching internships and decide which ones would be a good match. Aim to have 10 different places. Past internship sites are available here, but we recommend that you find an internship that will achieve YOUR goals by using our guide.

○ Write a cover letter for ONE of your chosen internship sites using the resume and letter writing guide here.

Checklist and Timeline

☐ Register for POL 491
☐ Join our private Facebook group, SJU POL/IR Careers and Internships for the hottest job listings!
☐ Submit information to the Google doc (you will receive link via email when you register for the course).
☐ In April or May, create resume and cover letter using guide, visit Career Development, revise documents, and submit resume (as Word document) to sliebell@sju.edu. Step must be complete by last week in May.
☐ In April or May, research internship sites and discuss your choices with Dr. Liebell in office hours or via Skype – must be completed by last week in May.
☐ By first week of June, send cover letters to all possible sites.
☐ By third week of June, update the Google doc (where did you send letters? who has contacted you? where do you have interviews?).
☐ By mid-July, all students should have an office placement.
☐ Get excited! You start work in August!
There are several ways students can connect with a Career Counselor:

A) **By Appointment (All Year)**. Appointments are typically 45-60 minutes in length. Counselors are available to assist students and alumni with all career development topics, including resumes, cover letters, personal statements, job/internship searches, networking, interviewing, choosing/changing majors, graduate school advising, vocational assessments and career choice/transition.

   a. **In-Person**. To schedule an in-person appointment, please call the Career Development Center at (610) 660-3100 during normal business hours (M-F, 8AM to 5PM). In-person appointments take place in Moore Hall, 1st Fl. (unless otherwise specified).

   b. **By Phone**. To schedule a phone appointment, please call the Career Development Center at (610) 660-3100 during normal business hours (M-F, 8AM to 5PM). At the scheduled appointment time, students will need to call the CDC to connect with the assigned counselor for the appointment.

   c. **By Skype**. To schedule a Skype appointment, please call the Career Development Center at (610) 660-3100 during normal business hours (M-F, 8AM to 5PM). Students will need to create a Skype account ([www.skype.com](http://www.skype.com)) and email the assigned career counselor with their Skype name in advance of the appointment time.

B) **During Drop-in Hours (Fall and Spring when class is in session; closed during the Summer)**. Drop-in centers are available for resume reviews and quick questions (15-20 minutes). No appointment needed.

   a. **Campion Student Center, Room 306**. MWF, 1PM to 4PM.

   b. **Mandeville Hall, Room 206E**. TR, 1PM to 4PM.

C) **Via Email (All Year)**. Students and alumni may email resumes, cover letters or questions to [careerhelp@sju.edu](mailto:careerhelp@sju.edu) for assistance. Please allow up to 2 business days for response.
RESEARCHING AN INTERNSHIP

What kind of job would you like to have when you graduate? Try to find an internship that would give you a chance to “try out” that job AND one that would help you GET that job later in life because you have experience. Cast your net very widely.

(1) **Spend time on websites.** For ideas, look at the [internships](#) that students from SJU have had before. Also look at the resources at [Career Development](#).

You should spend at least five hours looking for possible internship sites. You should aim to have at least ten possible offices that you will apply to.

(2) **Make phone calls to get information.** Once you have done your online research and have a list of offices that interest you, reach out to offices and find out if they are willing to have you serve as an intern. For offices that have established internship programs (like the District Attorney’s office), you do not need to make a call. You can send your cover letter/resume. For all other offices, you should first confirm that they are currently accepting interns.

**Prepare a script before you make your phone call.**

Here is a sample:

*Hello, my name is Phillip Jones and I am a junior majoring in History at St. Joseph’s University. This fall, I will be receiving academic credit for an internship and given my interests, I would like to work (fill in organization). Would you please connect me to your internship coordinator or someone who might be able to tell me about internship opportunities?*

**From there, you need to GIVE information and GET information.**

GIVE: the number of hours (ten) that you will work, the number of days/length of time you have in your schedule, your major, your interests that connect you to this office, any particular skills that you bring.

GET: information on how many interns they have, whether they have had interns in the past, what are expectations in terms of work hours and tasks. This last piece is central. If the office indicates that they want you to do secretarial work only, you cannot work in the office. Though all interns do some Xeroxing or fetching, this cannot be the focus of your work. **MAKE SURE THAT YOU END THE CALL WITH A NAME AND ADDRESS/E-MAIL FOR THE PERSON YOU SHOULD SEND YOUR MATERIALS TO.**

**PRESENT YOURSELF WELL ON THE PHONE! AN OFFICE THAT HAS HAD BAD EXPERIENCES WITH INTERNS OR HAS NEVER HAD AN INTERNSHIP PROGRAM WILL BE IMPRESSED IF YOU ARE ORGANIZED AND MOTIVATED – IF YOU ARE DOING THE WORK FOR THEM. IF YOU APPEAR NEEDY OR DISORGANIZED, THEY WILL NOT SEE YOU AS A VALUABLE ADDITION TO THEIR TEAM.**

Once you have found internship sites that you believe are good matches, you must send me your list. I must approve the office/the work as acceptable for credit.
CREATING and SENDING OUT A RESUME AND COVER LETTER

EVEN IF YOU ALREADY HAVE A RESUME THAT YOU HAVE USED IN THE PAST, YOU **MUST** REVISE YOUR RESUME. One of the goals of the internship program is to develop professional skills and habits. No professional applies for a new job without making changes to his or her resume.

(1) **Draft a resume and cover letter.** For some guidelines, look at all three of the following guides (Saint Joseph’s University, Harvard University, and Rutgers University). You should budget 10 hours for creating this draft. Two hours for reading the websites and 8 for creating the document/looking back at examples on the websites.

http://www.sju.edu/int/studentlife/studentresources/careers/resources/resume.html

http://www.ocs.fas.harvard.edu/students/jobs_resume.htm

http://uhr.rutgers.edu/worklife-balance/life-events/layoff-information/preparing-resume-and-cover-letter

(2) **Visit Career Development, Revise, and Submit.** Take your new resume and cover letter to SJU’s Career Development Center. Here is a guide to connecting with them. [Click here for guide]

After your personal consultation, revise the resume and cover letter. Submit them to the internship supervisor, sliebell@sju.edu. Make sure all your documents have YOUR NAME in the title (e.g. "Jones Resume").

I will read your documents and give you comments and suggestions.

(3) **Sending out the Resumes and Cover Letters.**

Once your documents have been approved by the Internship Director, send copies to all your internship sites. Change the letters so they are specific to each internship site.

(4) **Following Up.**

Once the letters are out, wait ten days and then confirm (by phone or email) that the office has received your materials and ask when they will be scheduling interviews. Check the phone/e-mail that you have put on your resume FREQUENTLY. Respond immediately.