DEVELOP INTERNSHIP PLAN

IDENTIFY
Search online job boards and professional associations in industry of interest. Regularly check with employers of interest and build recruiting contacts. Check RICElink, iNet, and the “hidden job market” for opportunities.

NETWORK
Update your LinkedIn profile. Tap into your network (i.e., faculty, family, friends, professionals, alumni, etc.) and let them know the type of opportunity you are seeking.

APPLY
Tailor your resume and cover letter for each opportunity to demonstrate the value you bring. Stay organized by tracking timelines and communications. If possible, follow up with the hiring manager.

INTERVIEW
Schedule a mock interview session to hone your interviewing skills. Prepare questions for the interviewer(s) about the internship and the company. Send a thank you note to the interviewer(s) and reiterate your interest in the company.

INTERNSHIP: WHY DO IT?
- Learn more about your chosen field of work
- Apply classroom theory to real work situations
- Identify and strengthen your interests and talents
- Gain professional skills such as written and oral communication, teamwork, and problem-solving
- Build mentor–mentee relationships and grow your professional network.

EXPLORE ACADEMIC RESOURCES

ENROLL IN UNIV 295
A way to earn credit for your internship if your department does not offer credit for internships.

JOIN A PROFESSIONAL ASSOCIATION
Professional associations are an easy way to learn about an industry.

STAY CURRENT WITH INDUSTRY TRENDS
Trade publications, industry reports and journals are a great way to stay informed.

EXPLORE RESEARCH OPPORTUNITIES
Connect with faculty in your major about possible opportunities.

GRADUATE SCHOOL
Meet with a career counselor to review choices and fit, or figure out what is best for you.

EXPAND YOUR EXPERIENCE

BUILD LEADERSHIP SKILLS
Take the lead on class projects or apply for a leadership role.

SERVE YOUR COMMUNITY
Look for opportunities within Rice or go beyond the hedges.

PARTICIPATE IN EVENTS

WORKSHOPS
Attend instructional sessions to improve skills in resume writing, interviewing and networking.

INFO SESSIONS
Attend company information sessions and talk with recruiters to about internship opportunities offered.

CAREER & INTERNSHIP EXPOS
The Expos are a great way to network with companies interested in Rice students.

STAY CONNECTED WITH CCD

STAY UPDATED
@RiceCCD

INTERACT WITH ALUMNI
Join the OWL Career Mentor Network

READ & WATCH
OccupiedWithLife.blogs.rice.edu • TheCCDRice

WEBSITE & EVENTS CALENDAR
ccd.rice.edu • ccd.rice.edu/calendar

TO DO THIS YEAR:
- Meet w/ Career Counselor
- Develop Internship Plan of Action
- Network with Professionals in Area of Career Interest(s)
- Update Resume & Bring to Career Counselor For Review
- Practice Interviewing with Career Counselor

DID YOU KNOW?
Graduates with internship experience typically have higher starting salaries than their peers without an internship experience.

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