



JUNIOR EXPERIENCE

4-YEAR CAREER ACTION PLAN

1 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.

2 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.

3 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.

4 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.

5 STAY CONNECTED WITH CCD

STAY UPDATED

@RiceCCD



READ & WATCH

OccupiedWithLife.blogs.rice.edu • TheCCDRice



INTERACT WITH ALUMNI

Join the OWL Career Mentor Network



WEBSITE & EVENTS CALENDAR

ccd.rice.edu • ccd.rice.edu/calendar



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.

DID YOU KNOW?

Graduates with internship experience typically have **higher starting salaries** than their peers without an internship experience.

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



RICE

Center for Career Development