

Summer 2023 internship application season begins during the Fall 2022 semester, around the time colleges and universities hold their fall career fairs. It runs all the way through May, with the heaviest volume of applications generally due between late February and early April. Use the checklist below to determine what resources will be useful to you and collaborate with Career Services to develop a plan to secure an internship.

**If you want a summer internship, start NOW.**

## STEP 1: WHAT DO YOU WANT?

What are your long-term career goals?

What type of internship will build your skills and enhance your marketability for your long-term career goals? List specific duties you'd like to perform during your internship.

List examples of organizations that might offer your ideal experience.

Where, geographically, would you ideally like to intern? It is useful to be as specific as the cities or metropolitan areas where you'd like to be.

## Need help answering these questions?

Try the following...

**Career Inventories**

With the guidance of Career Services staff, learn how to use your personal characteristics (values, skills, personality preferences, and interests) to clarify your career goals. Call 318-797-5062 to schedule an appointment.

**WHAT CAN I DO WITH THIS MAJOR? web resource**

Investigate common career areas, typical employers, and strategies designed to help you set yourself up for success. Find the tool on the Career Services website. Enter into the STUDENTS AND ALUM CAREER RESOURCES section and scroll down to **Choose Your Major or Career**. Under the heading, *Researching Your Options*, you'll find a hotlink for **WHAT CAN I DO WITH THIS MAJOR?**

**Your Path to Internships – Oct 7 @ 11 AM, Success Center & on Zoom**

Learn how Career Services supports students who want to gain industry experience. Construct a plan and identify resources that will help you pursue an internship.

**Career Conversations**

Career conversations or *informational interviews* are an excellent way to learn more about options in your field while building your connections with established professionals. While have a conversation with someone in the industry you hope to enter, your goal is to gather information about the field and their background. You do this by preparing a list of questions for your meeting. For more information, review the **informational interview tutorial**. Access it by typing into your web browser: "livecareer + informational interview tutorial."

## STEP 2: PREPARE YOUR APPLICATION MATERIALS

<input type="checkbox"/> Is your resume tailored to the industry and the internship you are targeting?	<input type="checkbox"/> Have you had your resume critiqued by someone in Career Services?
<input type="checkbox"/> Do you need help writing a cover letter?	<input type="checkbox"/> Have you had a cover letter critiqued by someone in Career Services?
<input type="checkbox"/> Have you identified references and created a reference list?	<input type="checkbox"/> Will you need a portfolio or writing samples for any applications you submit?

### Need help getting prepared?

Try the following...

<input type="checkbox"/> <b>Resume Writing   Sep 9, Nov 4 @ 11 AM, Zoom</b> Discover how to highlight your qualifications, target employers, and develop an eye-catching resume that gets you noticed! During the hour-long workshop, we'll collaboratively critique a "bad" resume so that you know what to do---and what not to do---on your own document. Find the Zoom link on Handshake and in the Career Services weekly email.	<input type="checkbox"/> <b>Individual Appointment</b> Call 318-797-5062 to schedule an appointment. Career Services staff will provide you with individualized advice and recommendations about how to improve your resume and cover letter.
<input type="checkbox"/> <b>Extended Resume Walk-Ins   Nov 2, Nov 3 from 10:30 AM to 2 PM, Success Center</b> Use these convenient one-on-one, 15-minute interactions to get tips and advice about your resume ahead of the career fair. Bring a printed copy to Career Services to get help.	<input type="checkbox"/> <b>Walk-Ins   every Thursday from 10 AM – 12 PM</b> Perfect for quick questions! Starts on January 13.

## STEP 3: KNOW WHERE TO LOOK

<input type="checkbox"/> Do you have an account with the university's online job posting site, Handshake?	<input type="checkbox"/> Do you know how to use Handshake to search for opportunities?
<input type="checkbox"/> Have you identified industry-specific job posting sites?	<input type="checkbox"/> Do you have a list of companies you are targeting?
<input type="checkbox"/> Have you identified geographic-specific job posting sites?	<input type="checkbox"/> Are you registered for the Fall Career and Internship Fair, set to take place on November 9?

### Need help knowing where to look?

Try the following...

<input type="checkbox"/> <b>Handshake How-To   Aug 29, Sep 12, Oct 3, Nov 7, Dec 1 @ 11 AM, Success Center &amp; on Zoom</b> Visit <a href="https://lsus.joinhandshake.com">lsus.joinhandshake.com</a> and enter your LSUS email address to claim your account. Complete your profile, personalize your job feed, and start searching! Join the monthly workshop to get the most from your account.	<input type="checkbox"/> <b>Individual Appointment</b> Call 318-797-5062 to schedule an appointment. Career Services staff will assist you in finding resources that fit your individual needs and circumstances.
<input type="checkbox"/> <b>Conduct smart Internet searches</b> To uncover helpful industry and geographic-specific resources try the following: Google [the name of your major or the industry you hope to enter] + job posting sites. Also, review the MEMBERSHIP DIRECTORY of the Chamber of Commerce affiliated with your target geographic preferences for ideas about organizations that might have open positions.	<input type="checkbox"/> <b>LinkedIn 101 – Sep 23 @ 11 AM, Success Center &amp; on Zoom</b> Learn how to use LinkedIn to build a professional online presence, connect with others, and uncover internship and job leads. Find the Zoom link on Handshake and in the Career Services weekly email.

## Need help knowing where to look?

STEP 3...CONTINUED

**Preparing for the Career Fair | Oct 14 @ 11 AM, Success Center & on Zoom**

Learn to navigate the event, explore opportunities, and develop authentic connections with alumni, employers, and graduate/professional school representatives. Find the Zoom link on Handshake and in the Career Services weekly email.

**Your Path to Internships – Oct 7 @ 11 AM, Success Center & on Zoom**

Learn how Career Services supports students who want to gain industry experience. Construct a plan and identify resources that will help you pursue an internship.

## STEP 4: NETWORKING

Do you have a LinkedIn profile? Are you a member of LSU Shreveport Alumni LinkedIn group?

Do you know how to use LinkedIn to a) connect with others, b) participate in groups, or c) research companies?

What professional associations are affiliated with the industries you're hoping to enter? Do you have the ability to join any?

Are you interested in having conversations with professionals in the field you hope to enter?

## Need help networking?

Try the following...

**LinkedIn 101 – Sep 23 @ 11 AM, Success Center & on Zoom**

Learn how to use LinkedIn to build a professional online presence, connect with others, and uncover internship and job leads. Find the Zoom link on Handshake and in the Career Services weekly email.

**Join a Professional Association**

Locate and join a professional associate affiliated with your industry (as a student member). Doing so provides direct access to industry information, networking events, company and member directories, and job listings.

**Career Conversations**

Career conversations or *informational interviews* are an excellent way to learn more about options in your field while building your connections with established professionals. While have a conversation with someone in the industry you hope to enter, your goal is to gather information about the field and their background. You do this by preparing a list of questions for your meeting. For more information, review the **informational interview tutorial**. Access it by typing into your web browser: "livecareer + informational interview tutorial."

**Individual Appointment**

Call 318-797-5062 to schedule an appointment. Career Services staff will assist you in finding resources that fit your individual needs and circumstances.

## STEP 5: GET ORGANIZED

I am going to commit \_\_\_\_\_ hours a week to my internship search.

TASK	DATE TO BEGIN	TARGET COMPLETION DATE	NOTES
<b>STEP 1 – CLARIFY INTERNSHIP TARGET</b>			
<b>STEP 2A – PREPARE A RESUME &amp; COVER LETTER</b> <i>Create a draft, obtain a critique, revise document, and upload to Handshake.</i>			
<b>STEP 2B – PREPARE OTHER MATERIALS</b> <i>Finalize portfolio and prepare writing samples, as needed.</i>			
<b>STEP 2C – PREPARE A REFERENCE LIST</b> <i>Identify at least 3 professional references. Reach out to each to ask permission and to discuss the goals of your internship search.</i>			
<b>STEP 3 – CREATE A HANDSHAKE ACCOUNT</b> <i>Post a resume, search opportunities, and review recruiting events.</i>			
<b>STEP 4A – CREATE A LINKEDIN ACCOUNT</b>			
<b>STEP 4B – CONDUCT INDUSTRY, COMPANY, AND POSITION RESEARCH</b>			
<b>BEGIN SENDING OUT RESUMES/COVER LETTERS AND APPLYING FOR POSITIONS</b>			

## OTHER USEFUL RESOURCES - INTERVIEWING

**Interview Preparation – Sep 30, Nov 11 @ 11 AM, Success Center & on Zoom**

Let's talk about the essentials that you'll need to nail your interview! Find the Zoom link on Handshake and in the Career Services weekly email.

**InterviewPrep**

Use **InterviewPrep**, a mock interview platform, to prepare for internship and job interviews by recording and reviewing your performance in practice interviews. Look for it at the top of the **Find a Job Or Internship** section on the STUDENTS AND ALUM CAREER RESOURCES page of the Career Services website.

**Individual Appointment**

Call 318-797-5062 to schedule an appointment. Career Services staff will assist you in finding resources that fit your individual needs and circumstances.