IN SUMMER!  E. LEUNG

Welcome to week 9! Congratulations on finishing the first half of semester! Summer is just a skip and a jump away and it is time to make those summer plans. For some, that may mean taking a break and/or going on vacation, but for others, like me, that means looking for a summer internship. This past week I had the opportunity to talk with Laura Neal, the Career Center Industry Specialist for Arts, Entertainment, and Communications. She and I had a great conversation about what needs to be done in order to best prepare you to land that summer internship. Based on our conversation I summed up 7 tips, tricks, and tactics to take those summer internships and applications by storm!

#1 Start looking and applying now! Laura Neal suggests that you should be looking and applying for internships three months before the time of the internship. When searching for semester internships her rule of thumb is for Fall begin searching and applying in July and for Spring begin in October.

#2 For underclassmen build your resume through getting involved with co-curricular activities. So you may not be searching for an internship right now, but you may be looking for one in the near future! Take the time to get involved on campus or off campus to gain experience! Do something outside the classroom and find organizations or clubs you are interested in to build that resume! Also seek out leadership opportunities in those activities, you may not know where they may lead.

#3 Use every possible resource to find internships. Specialist Neal states that you should use multiple resources to find internships. The Career Center Website is a great resource, but it is not your only one. Talk to your fellow students, alumni, and other contacts to see if they know of a great opportunity for you.

#4 Prepare and EDIT your resume and cover letter. A common mistake that students make is not editing and preparing a cover letter and resume. Even if the application does not ask for a cover letter you should do one anyway (unless they specify to not send one). Make sure your cover letter is customized to the company/organization that you are applying to. Edit, edit, edit! One review may not be enough. Have your English major friend and your trusted faculty advisor check it! (The Career Center offers Drive-thru resume and cover letter editing M-F 10 AM–2:45 PM)

CONGRATULATIONS!

Congratulations to the four University Honors Program students that qualified as finalists for the CSLU system-wide competition that will be held at CSLU East Bay on May 2-3, 2014!

Way to go: Brittany Kato (3rd Place Winner!), Rebecca Adamek, Brooke Sullivan, and Jennifer Spencer! You ladies are awesome!

ST. PATRICK’S DAY

DID YOU KNOW?

St. Patrick’s Day is the Feast Day of St. Patrick, the patron saint of Ireland. (HTTP://WWW.CNN.COM/2013/07/13/WORLD/ST-PATRICKS-DAY-FAST-FACTS/)
Applying anywhere between 5-20 places. Yes, that is a huge range. For some majors, you will not have to apply to as many internships, but for majors in the arts, entertainment, and communications industries, Laura Neal suggests applying to about 15. It is a competitive world out there, but don’t distress! You’ve got this, and once you get going, it will not be daunting.

You got an interview? AWESOME! The next step is to PRACTICE & PREPARE! Neal says that the interview is: “The Closer.” This is your opportunity to show and look like their next intern! Do your extra research about the company. What was their last major project? What is about their mission statement that makes you so passionate about the company? How do you see yourself contributing to the group? Make an appointment at the Career Center and set up a practice interview. Remember to dress appropriately and smile!

Follow Up! Following up after an interview or even after you submit an application is a great way to thank and remind a company/organization that you qualified and invested towards getting the internship.

(My own personal bonus tip!) Come into the Career Center! I had a great conversation with Ms. Neal and she is one of many who can help you! Make sure to take advantage of this awesome resource! You never know what opportunities you may find.

Thank you Laura Neal for taking the time to talk to me! Thank you to the California State University Career Center for providing great information and help.

For more information about internships, career advice, and related information make sure to check out their website: http://www.fullerton.edu/career/

Or make an appointment: http://campusapps2.fullerton.edu/Career/contactus.aspx

The Career Center drive-thru times are Monday-Friday 10 AM – 2:45 PM and you can quickly have someone review your resume or cover letter.

To all of you star students who are applying for internships this summer, I hope this was helpful for you! You got this!

Best!