

Pep Talks

...pre-employment preparation

internships



Doug Elliot
Career Counselor

delliot@sdccd.edu

cds.sdce.edu

A Résumé



...is a brief summary of your background, qualifications, and employment record” & a marketing tool to get you an interview

An Interview



...gets you the job...
closes the deal...
hopefully keeps you in
the running!

An Internship

**...is a short-term, practical
workplace experience with
potential for
loooooong-lasting results**

GRAPHIC DESIGNER

required by small New Forest design company.
Job: book design & page makeup for publishing clients such as Macmillan, Arnold, and Oxford University Press. **Essential:** previous knowledge of Apple Macs, Creative InDesign, Photoshop, Illustrator, good spelling/grammar & page makeup experience. £10k full time. Send CV with best references to: Personnel Dept, Tinstar Design Ltd, Longbridge House, 34-35 High Street, Lymington, Hants, SO41 9AF. design@tinstar.co.uk

VACANCY FILLED

 *graphic design*
for print and screen

An Internship



PAID INTERNSHIP



NON-PAID INTERNSHIP

Mike
©daveatBACK40

Internship Definition

In-tern-ship [in-turn-ship]

–noun

1. The state or condition of being an intern.
2. The period during which a person serves as an intern.
3. **Any official or formal program to provide practical experience for beginners in an occupation or profession: an internship for management trainees.**
4. A position as a participant in such a program: She has accepted an internship in a law firm.
5. Any period of time during which a beginner acquires experience in an occupation, profession, or pursuit: She had a long internship before starting her own recording studio.

Who

Students: Formal
Career Changers: Informal
Continuing Education Students: Hybrid

What

50-250 hours

No shorter than 6 weeks

No longer than 3 months

No less than 2 days a week

No shorter than 4 hours a day

Paid / Non-paid

Where

Possibly anyplace and anywhere...

Private businesses...

Non-profits...

Government entities and agencies...

Educational institutions...

Where to Find

craigslist.org

intern websites

job fairs

networking events

all job banks

professional associations

friends, family, co-workers, fellow students

Why

To gain experience

To network

Discover more about job

Hone your job search skills

Gain job search advantage

Gain self-confidence

Expand skills to work in a diverse workplace

Discover your strengths and weaknesses

Gain motivation to learn more

Obtain a good reference

Why...because

We retain 10% of what we hear

...15% of what we see

...20% of what we see and hear

...40% of what we discuss

...80% of what we do/experience

Getting Ready...

- 1. Preparation**
- 2. Presentation**
- 3. Follow-through**

Preparation

Write resume

Create business card

Identify internship sites

Research companies

Develop questions

Write “personal pitch”

Presentation



Job-related **HARD skills**
Self-management **SOFT skills**
Transferable **PORTABLE skills**

Presentation

Do you fit in:

Can you do the job:

Can you be counted on:

Appearance

Skills

Reliability

Got the Internship?

Ask for a job description

Know your supervisor

Be friendly with everyone

Maintain clear communication

Ask about expectations...

When to report for work

Dress code

Phone/internet use

Office/corporate cultural/protocol

...and don't ask the same question twice!

Follow-through?

Thank everyone verbally and in writing

Leave your workspace as you found it

Leave contact info

Ask for a letter of reference

Keep in touch

Debrief with your instructor/fellow students

CHRONOLOGICAL

Omar Saucedo

123 Liberty Street • Fort Worth, TX 12345 • (123) 555-1234 • osaucedo@bamboo.com

JOB OBJECTIVE

Associate Environmental Specialist—Courier Express

SUMMARY OF QUALIFICATIONS

- Ten years of experience in the environmental health and safety field.
- Experienced with government regulations and compliance issues for hazardous waste incidents and emergency planning.
- Analytical, accurate and detail-oriented.
- Proficient in Microsoft Word, Access and Excel.

PROFESSIONAL EXPERIENCE

- 2000–pres. Dallas-Fort Worth Hazardous Materials Program Division, Dallas, TX
Hazardous Materials Specialist Intern
- Increased county revenue and reduced inspector staff time by creating a user-friendly database which identified non-compliant businesses in the county.
 - Updated the County Hazardous Material Area Plan to reflect current practices.
 - Researched—by phone, Internet and on paper—the local, state and federal agency response to hazardous materials incidents.
 - Contacted agencies to verify current interpretations of regulations.
 - Wrote plan revisions.
 - Coordinated completion of the plan for the County Board of Supervisors.
 - Participated in facility inspections, maintaining good relationships with business owners and completing paperwork.
- 1999–pres. Courier Express Corporation, Dallas-Fort Worth, TX
Checker/Sorter
- Ensured that aircraft containers carried proper legal documentation.
 - Assessed materials and completed stringent dangerous goods packing slips.
- 1994-99 Speedy Delivery, Tyler, TX
Operations Supervisor
- Trained employees on the proper methods of handling a leaking package, including:
 - Hazard assessment
 - Clean-up crew compliance with donning of personal protective equipment
 - Correct containment, storage and disposal of hazardous materials
 - Accurate documentation of the incident and the damaged package
 - Oversaw hazardous materials manifests and scheduled pick-ups.
 - Conducted daily audits of temporary hazardous material storage bins, drums, eye wash/shower station and SCBA tanks.

EDUCATION & CERTIFICATIONS

Environmental Management Certificate (in progress)—UT Austin Extension
40-hour Texas/OSHA Hazardous Waste General Site Worker Certificate
Hazardous Waste Inspector Certificate—Texas Dept. of Toxic Substances Control
B.A. in International Relations—North Texas State University

**FUNCTIONAL OR
COMBINATION**

LIONEL PICKERING

123 Larimore Avenue, Missoula, MT 12345 • 123-555-1234 • lpickering@bamboo.com

OBJECTIVE: Customer Service Representative

HIGHLIGHTS OF QUALIFICATIONS

- Expert knowledge and abilities in written communication.
- A patient listener who fully focuses on speakers and understands a variety of accents.
- Organized and detail-oriented; knack for understanding procedures and logistics.
- Strong skills in time management, prioritizing tasks, and meeting deadlines.

RELEVANT EXPERIENCE

Communication & People Skills:

- Consistently maintain a positive attitude and enjoy helping people.
- Articulate and very effective working with people of different backgrounds and temperaments.
- Accurately record, remember, and verbally communicate detailed information.
- Exceptional command of the English language with strong written and transcription skills.
- Cooperatively work with others to produce and deliver required work.

Organization & Time Management:

- A problem solver who quickly grasps complex situations and turns them into manageable tasks.
- Produce quality work even when under extreme time pressure and deadlines.
- Proven ability to understand and follow complex instructions to successful conclusions.
- Many years of experience successfully managing and organizing personal time and workload.
- Collaborate in teams to produce quality reports.

Technical Skills:

- Very accurate and rapid keyboarder.
- Experienced in editing and proofreading lengthy documents with focus on word definitions, spelling, sentence structure, syntax, and grammar.
- Work with technical vocabularies from a variety of fields.

EDUCATION & CERTIFICATIONS

Academy of Stenographic Arts, Missoula, MT, 1984-85
Missoula College of Court Reporting, Missoula, MT, 1981-84
Certified Shorthand Reporter, State of Montana, 1985-pres.
Registered Professional Reporter, National Court Reporters Association, 1985-pres.

WORK HISTORY

Court Stenographer, State of Montana, 1985-pres.
Beverly Reporting Associates, 1999-04
Louis Lane & Associates, 1997-99
Missoula Court Reporters, 1997
Central Mountain Reporters, 1993-97
Lenna & Marshal, 1990-93
Peter & Rehman, 1985-90

DYSFUNCTIONAL

Cecelia Jones



125 Fordham Avenue, San Diego CA 92112
Telephone: (619) 211-1234 | Email: sassylady@email.com

OBJECTIVE: To obtain a position as Customer Service Representative with a company who will appreciate my skills and help me get promoted

SUMMARY OF QUALIFICATIONS

Over two months experience as a Customer Service Representative. Excellent communication skills; fluent in both English and Spanish. Ability to obtain strong product knowledge for use in sales presentations. Know how to use of computerized cash registers and ordering systems.

WORK EXPERIENCE

Sales Associate, San Diego Art Supply, San Diego, CA 2005- Present
Work closely with artists and hobbyists to meet their supply needs.
Developed a client database to contact customers about upcoming sales events.

Admission Rep/Receptionist, Pacific College, San Diego, CA 2002 – 2005
Greeted potential students, answered enrollment questions and assisted them with applications forms. Promoted to Admissions Representative after 3 months on-the-job.

Walk-About Character, Seaworld Adventure Park, San Diego, CA 2004-2005
Walking around Seaworld to entertain kids and performed skits with other characters.

EDUCATION AND TRAINING

Administrative Assistant Certificate, 2007
Centre City, San Diego College, San Diego, CA
San Diego High School 2005



**Do you want to know why resumes fail?
Here are the reasons given in a survey of employers:**

- No accomplishments (78%)**
- Negative visual impact (55%)**
- Poor or no cover letter (40%)**
- Lack of objective (36%)**
- Format problems (32%)**
- Irrelevant data (29%)**
- Inadequate job description (12%)**
- Time gaps unexplained (10%)**
- Resume too long (10%)**

Here are the reasons I think resume fail:

Unconventional format

Wrong format

Lack of skill statements

Lack of examples to prove your skill level

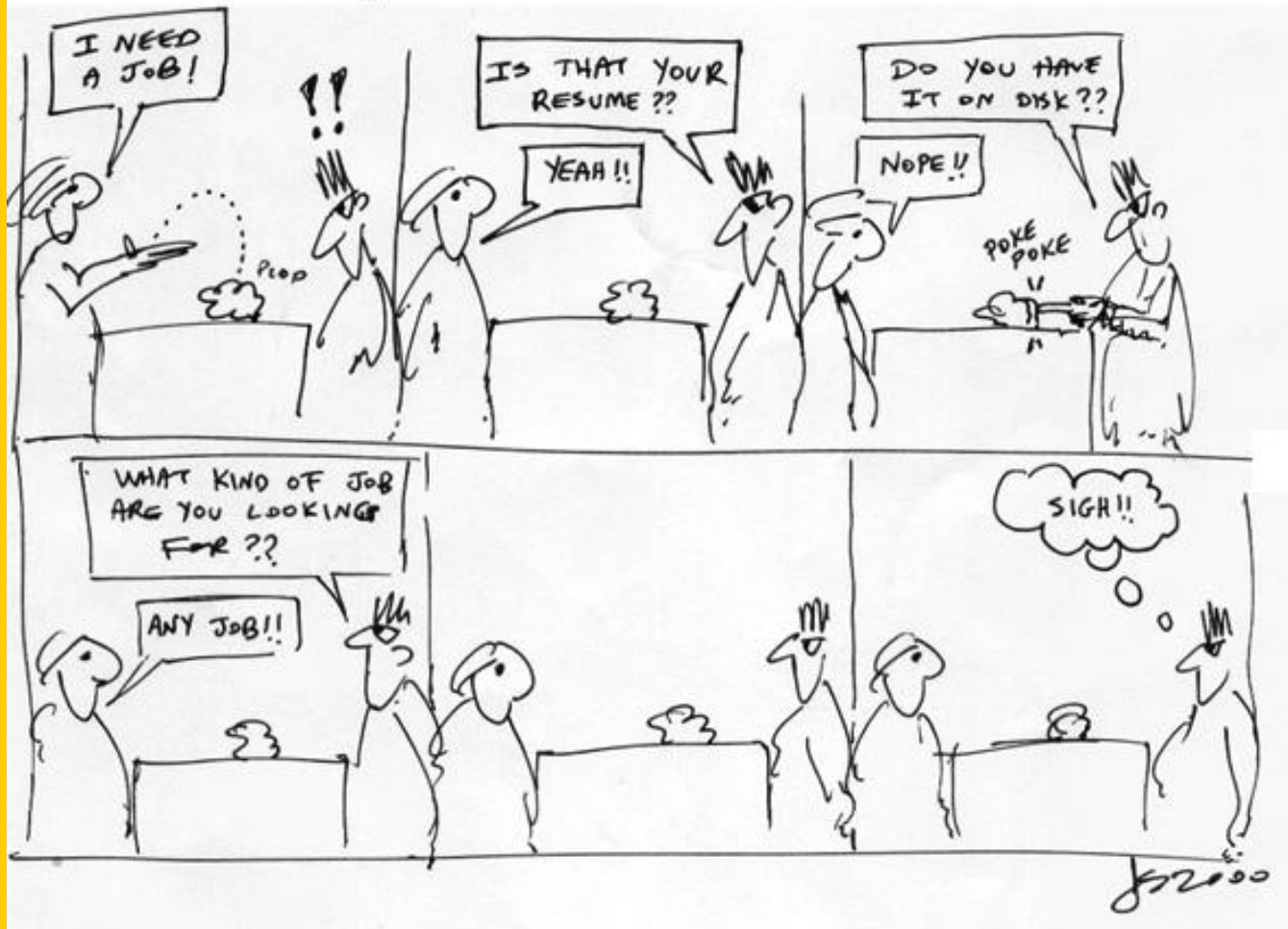
Irrelevant/distracting information

Errors, misspellings, etc.

Lack of a cover letter to introduce yourself

Career Psychic

by Jake Sheridan



Resources

National Internship Sites

[Internships 4 you](#): Access quality internship openings worldwide.

[InternshipPrograms.com](#): A national Internship database.

[MonsterTrak](#) National Internship Database: A must-see for internships.

[Rising Star Internships](#): A national internship database you can search by area of interest.

[InternWeb.com](#): Complete the free and quick registration process to search the database.

[CampusCareerCenter.com](#): Go to the Intern Zone to search (you'll need to register first).

[Backdoor Jobs](#): Internships and extraordinary experiences.

[WetFeet](#): The internship search engine.

[4internships](#): Your foot. Their door. Get it in there!

[Cool Works](#): Internships in great places.

[The Princeton Review](#): Search for internships by keyword, location, eligibility, and more.

[Studentjobs.gov](#): Information about internships in the Federal government.

Resources

International Internship Sites

InternJobs.com: World-wide internships.

InternAbroad.com: Search for paid and volunteer, academic and non-academic internships, as well as college credit practical training programs around the world.

Internships International: Quality work experiences abroad for college seniors and graduates.

International Opportunities Program: Best bets for internships abroad.

CDS International: information about internship, scholarship, and fellowship programs in a variety of locations. “Note: see the College of Charleston’s German Department for information about the Summer Internship in Germany program especially for CofC students!

Global Routes: Three-month teaching internships offered year-round. International Career Employment Weekly: International internships.

The National Center for International Education: Internships abroad via Missouri Southern State.

Idealist: Internships in thousands of organizations around the world.

Australearn: Internships in Australia.

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