

# Denison Internship Program Resource Booklet 2012



## **Career Exploration & Development**

306 Burton D. Morgan Center

740-587-6656

Mon. – Fri. 8:30am to 4:30pm

Drop-In Hours 2:00pm to 4:00pm daily

[www.denison.edu/offices/career](http://www.denison.edu/offices/career)

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## ***INTERNSHIP BENEFITS***

**Internships are a great way to “test drive” a career without the long term commitment of a full-time job.** Participating in an internship is a fantastic way for you to begin learning about the job search process and the world of work, in a general way. You will learn how to write a resume and cover letter. If you apply to internships listed in the Denison Internship Program Catalog you will learn how our online recruiting system, myDenison Experience, works. If you also look for internships on your own by using resources in Career Exploration & Development, you will become familiar with the many, many resources available for a job/internship search. You will most likely have to go through some sort of interviewing process as well. All of these things are great practice for your senior year when you are either interviewing for a full-time position or graduate/professional school.

**Future employers and graduate schools will appreciate the fact that you took the initiative to do an internship.** Our office strongly urges you to use one of your three collegiate summers to do something of substance, whether it be summer research, an internship, work/study abroad, whatever it is, make it a significant experience. Employers that recruit through our office tell us all the time that they are interested in students who have shown initiative.

### **But I Don’t Know What I Want to Do!**

That’s okay; completing an internship might help you narrow down your career interests. Plus most of your classmates probably don’t know what they want to do either. Career Exploration & Development has several resources to help you start to understand how you might fit in to the world of work by doing some career exploration exercises and/or research. The best thing you can do for yourself is to make an appointment to talk with one of the professional staff members, simply call 740-587-6656 to set up a meeting time.

Other resources for career exploration available in Career Exploration & Development are:

**FOCUS**—a self-paced, online career and education planning tool.

**“What Color is my Parachute?”**—a well-known book and is updated every year.

**“What Can I do with a Major in . . .”**—an online resource and there are suggestions for almost every major.

**“Great Jobs for \_\_\_\_\_ Majors”**—a series of books and again we have the ones for most of the majors here at Denison such as Anthropology, Chemistry, Political Science, etc.

## ***DENISON INTERNSHIP PROGRAM CATALOG***

**How Do I Apply for Internships in the Catalog?** Please refer to the instructions on page 5 of the 2012 Denison Internship Program Catalog.

**How Do I Learn How to Write Resumes and Cover Letters?** Please refer to page 6 of the 2012 Denison Internship Program Catalog for instructions.

**How Do I Get on the List to Receive Emails from Career Exploration & Development about Internships?**

Log into myDenison Experience, click on “Profile” and under “Career Preferences” be sure to click YES for the question, “Are you interested in Internships?” To learn how to log on to myDenison Experience refer to page 2 of the 2012 Catalog.

## ***APPLICATION DEADLINES FOR CATALOG INTERNSHIPS***

**Unless otherwise noted, the application deadline for internships listed in the 2012 Denison Internship Program Catalog is Monday, March 5th at 11:55pm.**

A question students often ask is, “When are internship deadlines?” Other than our own March 5<sup>th</sup> date, application deadlines vary GREATLY throughout the year. Therefore it is in your best interest to begin to research internships today.

### Thoughts on Application Deadlines

<b>Description reads:</b>	<b>You think:</b>	<b>They mean:</b>
Rolling	I can apply any time	When the position fills we may stop considering applications
Open	I can apply any time	When the position fills we may stop considering applications
On-going	I can apply any time	When the position fills we may stop considering applications
March 15 Deadline	I’ll apply on March 15	If we get great applicants prior to March 15 we may close the search
March 15	I’m sure I can apply a few days after that – I mean how strict are they anyway?	March 15

Keep in mind that there are many organizations that have application deadlines **during the fall semester**; therefore if you are in the Class of 2014 or 2015, you may want to take note of the following annual application deadlines:

**FBI** (Federal Bureau of Investigation): November; [www.fbi.gov](http://www.fbi.gov)

**US State Department**: November/December; be sure to check their site as they offer a variety of internship experiences; [www.state.gov](http://www.state.gov)

**INROADS** (for multicultural students): early December; [www.inroads.org](http://www.inroads.org)

**IRTS** (International Radio and Television Society): early December; [www.irts.org](http://www.irts.org)

**SEO** (Sponsors for Educational Opportunity, for multicultural students): typically has three separate deadlines, it is in your best interest to apply by the first deadline.

[www.seo-usa.org](http://www.seo-usa.org)

**MAIP** (Multicultural Advertising Internship Program): early December, [www.aaaa.org/careers](http://www.aaaa.org/careers)

**Dow Jones Newspaper Fund**: November 2; <https://www.newspaperfund.org>

### ***HOW CAN I BE A COMPETITIVE INTERNSHIP CANDIDATE?***

**1) Good grades.** You do not have to have a 4.0 or a 3.75, but it’s typically best to have a GPA above a 3.0 (or very close to it), so if you are a first year student take heed!! Does this mean that no one with a GPA below a 3.0 gets an internship? Of course they do, but you will help yourself immensely by attaining a GPA of 3.0 or higher. Keep in mind that some companies and organizations use GPA as a way of selecting their candidates, therefore be prepared for the fact that some employers might require a certain GPA to even apply for the internship.

**2) Get involved on campus!** Internship sites tell us “we want a well-rounded student.” This means good grades, previous work experience and involvement on campus. Does this mean you have to get involved in 6 difference clubs or organizations? No, it means get involved with at least one if not two, do your best to attain a leadership position in the organization too.

**3) Previous work experience.** You need to have some. Even if it’s babysitting, which indicates responsibility and good communication skills. Again, we hear from internship sites, “I’m sure \_\_\_\_\_ is a nice person, but they’ve never had a job before and I’m not willing to risk finding out that they’re not a good employee.” If you are an FYS or a sophomore – take this to heart and get a job this summer if you aren’t interested in interning yet. If you are a junior and you’ve never had a job, then it is

best that you have lots of volunteer and campus leadership experience because if you don't – what are you going to put on your resume??

**4) Don't undersell your “McJob”** on your resume. We often hear students say, “All I've ever done is lifeguard – no one will be interested in me.” Well, if that is your attitude then you are right. It's YOUR responsibility to communicate to the reader of your resume the tasks, skills, knowledge, etc., that you learned from that life guarding, fast food, serving, retail, babysitting, etc., job. Come in to Career Exploration & Development and we will help you write your resume in an appealing manner.

If you don't have some experience with computers, then by all means get someone to teach you both Excel and Powerpoint – these are the two most popular computer skills that employers want (in addition to basic Word skills). If you are looking to go into financial services/investment of some sort then you should also be familiar with C+/C++, and/or some sort of stats program like **SPSS**. If the internship calls for research skills then learn Lexis-Nexis.

**5) Write the best resume and cover letters you possibly can!** Career Exploration & Development is here to help you do so. There are sample resumes and cover letters on our website (click on the Students tab) and on my Denison Experience (refer to pages 59-60 in the 2012 Catalog for instructions on finding them). We have daily “Drop-In” hours to review resumes and cover letters. Please note that “Drop-Ins” are 5-10 minute talks. If you have additional issues to discuss then you should set up an appointment by calling 740-587-6656.

## ***MANAGING EXPECTATIONS/CHALLENGES***

Many students are often being either too narrow or too broad in their focus. There are also many who are unwilling to apply for non-paying/low-paying internships. Others apply for internships in large cities yet haven't considered what the cost of living there will be or, and this is a big one, they only apply to a *few* internships. It is important that you *dream big – but at the same time be realistic*. Meaning, keep your options as open as possible without creating an impossible internship search for yourself.

An example of this would be a student who seeks an internship in psychiatry. This is a career field that highly prizes confidentiality with their clients. There are few internships available in this field as most organizations will be seeking Master's degree or PhD candidates with lots of training and education to fill their internship positions.

Be patient and persistent. Have a Plan “B” in case the internship you really want does not work out.

## ***STIPENDS/INTERNSHIP FUNDING***

Denison is extremely fortunate to have several stipend resources for which students may apply. Stipends are not intended to cover all of your costs, but rather to help pay for *some* of your expenses. Most likely you and/or your family are going to have to pay for some of the cost of doing a non-paying or low-paying internship, especially if you are not going to live at home. (Housing is expensive, short-term and internship housing even more so). Housing, plus travel expenses, food and clothing can add up quickly, up to say \$2000-4000 depending on where you are living.

Please refer to pages 11 and 12 in the 2012 Internship Catalog for details. Applications are available in Career Exploration & Development and are due Monday, March 5, 2012, 4:30pm.

Stipends from Career Exploration & Development are only available to students completing UNPAID internships. Stipends are not awarded to students who have received a McMahon Internship Scholarship. Additionally, the Division of Student Development oversees the Horizon Fund, for which students completing an internship can also apply.

Students who are doing a Young Scholars Project may apply for stipends IF the internship is completed before or after their 10 week research project. If a Young Scholar is awarded a stipend, they must have their Advisor write a letter to Career Exploration & Development which notes the start/end dates of the summer research project. Please see the Gilpatrick Center for Student Research and Fellowships website: <http://www.denison.edu/academics/departments/honors/index.html>

Stipends are not to be used in any way to pay for summer study abroad programs.

### ***BUDGETING/FINANCIAL CONCERNS (ESPECIALLY HOUSING)***

If you are considering accepting a non-paying or low paying internship, and especially if you are considering living away from home, then you need to take a serious look at your finances. Living away from home is expensive. You are encouraged to discuss your plans with your family in order to be clear on what is affordable for you. To familiarize yourself with the possible costs you start looking at what universities in large metropolitan areas charge for summer housing, try:

George Washington University in DC: <http://gwired.gwu.edu/gwhousing/?url=gwhousing>

Columbia University in NYC: <http://www.columbia.edu/cu/housing/docs/summer-residents/index.html>

Both of these universities charge ~\$2500 for 10 weeks of housing.

In addition to financing your housing, you are going to need money for transportation (flights, gas, parking, bus passes, subway passes, etc.). Also – you need to eat and you need clothes to wear especially if the office culture of where you are interning is a traditional professional environment. You should always inquire as to the culture of the workplace in reference to what type of clothing is considered appropriate.

### ***PAID V. NON-PAID (OR LOW-PAYING) INTERNSHIPS***

Many of you would like to obtain an internship that either pays an hourly wage or offers some sort of compensation like a stipend. And yes, while there are internships that offer compensation, it is important to manage your expectations as to how far, say, a \$1000 stipend or a \$8/hr position is going to get you, especially when you live away from home.

Bear in mind that a majority of internships are NOT full time, meaning they are not 40-hour a week positions. Many are 10, 15, or 20 hours a week, leaving you more than ample time to obtain a paying or higher paying job. Talk with the internship site and see how willing they are to be flexible with your schedule. A good way to start out such a conversation is, “Hopefully you understand that it would be helpful for me to make a little bit of money this summer, and as this internship does not offer compensation, I am wondering how flexible you would be with my schedule if I had a second, paying, job?”

### ***INTERNATIONAL INTERNSHIPS***

Students often express their interest in obtaining an internship overseas. Is this possible? Yes, again however, it is important to manage your expectations. Internships, as we generally define them here in the US, do not necessarily mean the same thing in other countries. Perhaps the best way to proceed, if you want to obtain an internship abroad, is to participate in an Off Campus Study program that offers an internship as part of their package (such as the IES and CIEE programs). The best resource on campus for this information is Dr. Andrew Law in the Off Campus Study office in Fellows Hall.

There are several good resources in the Career Resource Library that would be helpful to you if you wish to research international internship opportunities:

- Directory of US Firms Operating Abroad
- Directory of Foreign Firms Operating in the US
- Transitions Abroad Magazine

- Directory of International Internships

Be aware that many organizations that coordinate (as opposed to directly hosting) international internships will most likely charge a fee for placement and/or obtaining a work visa. This fee can run from several hundred to several thousands of dollars.

The Career Exploration & Development website has more information on international internships: [www.denison.edu/offices/career](http://www.denison.edu/offices/career), click on Students, Career and Employer Research, Free Online Subscriptions and then Going Global. Also click on Students, Denison Internship Program, Resources and then Summer Jobs and Internships.

## ***FINDING AN INTERNSHIP ON YOUR OWN (“INDEPENDENTLY ARRANGED”)***

The 140+ internships in the Catalog are not going to meet the needs and interests of all 2100 undergraduates. Many students (last year more than 200) researched and applied for what Career Exploration & Development calls “Independently Arranged” internships. How did they do this? Some of them talked with people in their hometown and asked if they could intern with them. Others applied to some of the national internships listed in the back of the Catalog. They also applied to internships that were sent out via the Internship Distribution List maintained by Career Exploration & Development, or they used web resources, or internship directories such as *The Internship Bible* or *Peterson’s Internship Guide*. How can you go about finding out about internships outside of those listed in the Catalog?

### **Resources Available to you:**

- There are more than 200 web resources listed on the **Career Exploration & Development website**: [www.denison.edu/offices/career](http://www.denison.edu/offices/career). Click on the Denison Internship Program link, scroll down to the bottom and click on the Resources tab. Then click on the “Internships and Summer Jobs” link. The list is broadly organized by career field or special interest group.
- Some sites, such as Idealist.org, offer an **email alert system**, for which you need to sign up. Idealist is administered by Action Without Borders which is part of Doctors Without Borders. It is the best website for searching for internships with non-profits. Keep in mind that non-profits are a great place to obtain experience in many types of careers: public relations, writing, research, management, fundraising, teaching, marketing, communications, etc.
- **The Career Resource Library** has all kinds of directories that are not available online, which include:
  - National Arts Internship Directory
  - Peterson’s Internship Guide
  - The Internship Bible by the Princeton Review
  - National Trade and Professional Association Directory
  - O’Dwyer’s Directory of Public Relations Firms
  - Sports Market Place Directory
  - . . . and many, many more!
- **Research local businesses and organizations** by searching the membership directory of **Chambers of Commerce** ([www.chamberofcommerce.com](http://www.chamberofcommerce.com)), then once you identify ones of interest to you, you will need to contact them to learn whether or not they are willing to take on an intern for the summer. Remember – since you probably won’t know the name of the business/organization, you will need to search by business “category;” remember also to *think broadly* when searching. For example, if you are trying to identify Public Relations firms, search under **Communications, Marketing, Media**, as well as **Public Relations**. Career Exploration & Development can definitely help you with the nuances of how to go about contacting such

organizations in a professional manner. If you don't have any success with the chamber of commerce or if you just want to increase your list of options, another way to search for local businesses and organizations would be to use the Yellowpages, [www.yellowpages.com](http://www.yellowpages.com).

- **The Denison Network!** This does NOT mean that you should ask alumni for an internship. Networking means contacting people in career fields of interest to you and asking for their ideas and suggestions on what you could be doing to obtain an internship in the field. Again, Career Exploration & Development is happy to assist you in contacting alumni and others in an appropriate and professional manner. Be sure to join the Denison University Network on LinkedIn; it's a great way to connect with fellow alumni and fellow Denisonians.
- **Ask your professors!** Yes, your professors have a wealth of knowledge about their disciplines; ask them for their ideas and suggestions on where you could be looking for an internship. Ask them about professional contacts they have or professional organizations that they recommend as a resource for finding out more information.
- **Search our 'Free Online Subscriptions'** for many other opportunities! Go to the Career Exploration & Development web site, click on Students, and then Career and Employer Research. Scroll half way down for the list of Free Online Subscriptions. See pages 14-15 for user names and passwords.

## ***RECEIVING ACADEMIC CREDIT***

Generally speaking, most of the internships offered through the Catalog do not offer academic credit. However, if you are researching and applying for internships on your own, there is a chance that you will come across an internship site that will insist that their interns receive actual academic credit for their internship experience. This is typically the case when the internship is unpaid. If the potential internship site requires you to receive academic credit, then you will need to take the initiative to ask a professor if he/she would be willing to serve as the facilitator of an independent study class for you. You will also need to discuss this with the Registrar's Office (2<sup>nd</sup> floor of Doane Hall). Bear in mind that all of this must be done **prior** to the end of the spring semester.

Other sites are more than satisfied to know that the internship, when completed and registered with Career Exploration & Development will be noted on your academic transcript. Please understand that this is not the same as receiving academic credit. If you are applying to an internship that asks about academic credit, Career Exploration & Development is willing to write a letter on your behalf stating that when you complete the proper paperwork, the internship will be noted on your academic transcript. Please contact Career Exploration & Development at x6656 with any questions or concerns about such a letter.

## ***SAVING YOUR ACADEMIC TRANSCRIPT AS A WORD DOCUMENT***

There are some internship sites that will ask for your academic transcript in addition to other application materials such as a resume and/or cover letter. Be sure to determine whether or not the site wants an "Official" transcript (which you must request from the Registrar's Office) or an "Unofficial" transcript, which you may download yourself by doing the following:

- 1) Log into myDenison. (NOT my Denison eXPERIENCE)
- 2) Then click on "Go to DU Self Service." It requires your username and pin. The user ID is capital d (D) and the last 8 digits of your student id number (on the back of your ID card)
- 3) Choose "Student Services"
- 4) Choose "Student Records"
- 5) Choose "Academic Transcript"

- 6) Choose "All Levels" for Transcript Level and "Web Transcript" for Transcript Type, then click "Submit."
- 7) Your transcript will show up.
- 8) Copy and paste your transcript into a Word Document and save it.

## ***INTERVIEWING***

Intern sites will most likely require an interview of some type. Depending on their geographic location this will typically be either an in-person or phone interview. If you have not yet interviewed for a job, you are strongly encouraged to get some practice ahead of time.

Career Exploration & Development offers mock interviews on an on-going basis. We ask that you schedule the mock interview several days in advance and provide us with a copy of your resume prior to the interview. Mock interviews may be recorded so that you are able to view your posture, eye contact, hand gestures, etc. Doing a mock interview is a great way to improve your interviewing skills. Please call 740-587-6656 or stop in the office, 306 Burton Morgan, to set up a mock interview. Plan on the interview and follow up discussion lasting about an hour.

Phone interviews are probably the most common way that internship sites select their interns. Please refer to "Phone Interviewing" in the back of this booklet for guidance.

## ***REFERENCES VS. LETTERS OF RECOMMENDATION***

Some internship sites might ask for a list of references and others might ask for letters of recommendation. What's the difference?

**References:** When a potential employer asks for a list of references they typically want a list of 3-4 people who are willing to be contacted on your behalf. At least one of these references should be a professor or your faculty advisor. The other references may be University administrators, supervisors from past employment, athletic coaches, or someone from a volunteer/community service organization. Their contact information should be provided on a separate sheet of paper with your contact information at the top.

View a **sample reference sheet** on myDenison Experience on the sample documents page.

**Letters of Recommendation:** When a potential employer asks for letters of recommendation they typically want two or three actual letters, usually asking that at least one be from a professor or faculty advisor. Additional letters might come from an advisor, supervisor or coach. Please see the handout, "Asking for Letters of Recommendation" at the back of this booklet for further guidelines.

## ***ETIQUETTE USING E-MAIL & SOCIAL NETWORKING SITES***

### **E-Mail**

Email tends to come off as brusque in tone so be sure to use the proper formalities to ensure your email message is not misconstrued.

- **Always use a salutation** (as in "Dear"), especially on a first contact.
- **Always sign your emails** with your FULL name and contact info.
- **Always use complete sentences** and give your reader context for your question/comment/etc. Example: if writing to your professor, tell them who you are, which course you are in, why you are contacting them, and any other information they may need. Your professor might have 100 students and 3 classes this semester...help him/her out by giving complete information.

- **Don't use cutesy—or worse offensive— quotes**, lyrics, sayings, etc. at the ends of your professional emails. That's okay for friends, but not for professors, your boss, or other professionals.
- **Use your professional email address** (if you have only a personal one, get a professional one). Names like “Bobisastud211” or “susierocksmyworld666” or “studmuffin” are not professional and should be used only with friends.
- **Use proper grammar, spelling, capitalization, and punctuation.** Appearances matter! Being sloppy and lazy in an email might lead your reader to assume that you are not serious! Always proofread your messages before hitting send!
- Use the subject line to tell your reader what the email is about, for example “XYZ Internship.” It will help you receive a prompt and appropriate reply.

### **Social Networking Sites**

It is possible that employers, parents, faculty, administrators and any number of not so well-intentioned people could find all of a student's personal information. It can be used for positive and negative purposes. Employers have been known to use Facebook to learn more about an applicant and to screen out potential employees.

Career Exploration & Development strongly urges students to always put their “best face forward.” Students have control over what they put on their Facebook and they need to be aware of how Facebook can and is being used. The rule of thumb for any job seeker is simple: If you don't want information known about you (by an employer or anyone else), don't post it online

It is recommended to any new job seeker that they start by cleaning up any personal websites they control, then Googling their own information which may be located on other sites. If information (and photos) about that all night party are posted on someone else's site, usually a polite request for removal will suffice.

### ***NACE'S 2011 INTERNSHIP AND CO-OP EXPERIENTIAL SURVEY***

The National Association of Colleges and Employers (NACE) conducted its *2011 Internship and Co-op Survey* from January 5 through February 28, 2011. A total of 266 NACE-member employing organizations took part, for a response rate of 30.9 percent. The survey indicates that internships are an integral and ever-important part of the college recruiting scene.

#### *Key findings from the report:*

The survey finds that employers expect to increase internship hiring by about 7 percent this year and co-op positions by nearly 9 percent. Furthermore, they will draw approximately 40 percent of their new college hires for 2011 from their internship and co-op programs. These figures demonstrate the central role that experiential education plays in the overall college recruiting process.

The number of internships is expected to rise by 6.8 percent in 2011. Increases are expected in every region and virtually all industry sectors for which there are data. Additionally, the average wage rate for interns at the bachelor degree level is \$16.68. This represents a 1.9 percent decrease from last year's average of \$17.00.

The overall conversion rate for interns increased sharply from 53.3 percent last year to 57.7 percent this year. The major reason for the increase in this year's overall conversion rate was the increased rate at which employers offered their interns full-time positions. That rate increased from 63.3 percent last year to 66.7 percent in this survey.

Students who have taken part in an internship are a better “risk” in terms of retention. After one year on the job, hires drawn from an employer’s own internship or co-op program were retained at a rate of 75.8 percent. By contrast, 60.7 percent of hires that came on board without any internship/co-op experience were still with the company after one year. At the five-year mark, 55.1 percent of hires coming from an employer’s program were still at the firm while only 44 percent of hires without an internship/co-op experience remained.

## ***PHONE INTERVIEWING ETIQUETTE***

Once your resume has been submitted and reviewed, much of your initial contact will be by phone. Following are some suggested guidelines to assist you in making a favorable and professional impression with employers.

- 1) ***Answering Machines/Voice Mail:*** Make sure your voice mail/answering machine has a professional sounding message. Remove any inappropriate language, music and other recordings. Employers begin to form an impression of you through their phone contact with you.  
  
“Hello, you have reached Eileen, Margaret, Dee and Emily at 740-587-5555. Please state the person’s name for whom you are calling. Leave your name and contact information and the appropriate person will return your call. Thank you.”
- 2) ***Return Employer Phone Calls Promptly:*** Employers are very busy and do not want to spend unnecessary time contacting you. Return phone calls during normal business hours as soon as possible. The longer you wait to return a call, the greater the likelihood that employers will assume you are not interested in the position.
- 3) ***Interviewing Over the Phone:*** Some employers may want to conduct an initial screening interview with you by phone. Be prepared for this. If you are not prepared to interview by phone when an employer calls, request to set up an interview appointment at a mutually convenient time. The interview should be set up within the same week the employer contacts you. Once a time has been set, make sure you do not miss the phone call. Most phone interviews last anywhere from 15 to 30 minutes.
- 4) ***Conducting the Phone Interview:*** You should be prepared to discuss your qualifications, experience, skills, abilities and education as you would during a face to face interview. Prepare ahead of time and outline the points you want to make on paper to make sure you cover all the necessary information. Remember, the employer cannot see you, so it is appropriate to have a written outline in front of you to assist you in answering and asking questions.
- 5) ***Ask What the Next Step Is:*** Before the conversation ends, make sure you ask the interviewer the next step in the process. Find out when you can expect the employer to contact you again or when it is best for you to call and follow up. Also get their full name, title, address, etc., and send them a thank you note.
- 6) ***Interviewing Off-Campus:*** If the employer invites you to an interview off campus, make sure you write down immediately all the pertinent information including the day and time of the interview, the business address and directions, the name(s) and titles of the people you will be interviewing with and any other relevant information. Be on time and take copies of your resume with you.
- 7) ***Follow-Up with Career Exploration & Development:*** When an employer invites you for an interview, please let Career Exploration & Development know for future reference. Let us know if you were offered an internship and if you accepted.

## *TELEPHONE INTERVIEW STRATEGIES*

- 1) **Provide.** Provide accurate and detailed contact information in your cover letter to make it easy for interviewers to get in touch with you.
- 2) **Research.** Just like a face-to-face interview, you must do your research on the company and the position. You will be better prepared for what they are looking for; you will have strong questions to ask them; and you might even impress them with your knowledge about them. You should be able to find extensive information on the internet.
- 3) **Voice Mail.** Make sure your voice mail has a short professional message. If possible, make sure it at least includes your name or phone number so that the interviewer will know they have the correct number.
- 4) **Roommates.** Let your roommate know that you will be receiving job-related calls, and let them know you will need them to give you detailed messages, or they should just let the machine answer the phone.
- 5) **Setting.** Be in a quiet, comfortable setting, without distractions for the interview, if possible.
- 6) **Preparation.** Have your resume, pen, paper, and any other supporting materials, including information on the organization, the position, the interviewer and any questions you have for them, by the phone, in front of you for your use during the phone interview.
- 7) **Mock Interview.** Consider having a friend call you for a mock phone interview, or set up a phone interview with a Career Exploration & Development staff member at 587-6656.
- 8) **Hot Sheet.** Also called a “Phone Interview Log.” Have a sheet by the phone that has the recruiter’s name, company name, position applied for, and qualities they are looking for – for every job you have applied for. This way you will know right away who is calling, and you won’t be disorganized.
- 9) **Available.** If a specific time has been set up for the phone interview, be ready to answer the phone on time, without distraction, with your paperwork in front of you. If the recruiter calls during an unscheduled time to ask you some questions over the phone, try to make yourself available then. If this is not possible, suggest a specific alternate time to the recruiter.
- 10) **During.** During the interview, listen and write down the information the interviewer gives you including answers to your questions. Talk about how your education/experiences would be a good match for the position you are applying for. Mention information you know about them. Ask informed questions. Know their problems/challenges and competitors so that you can offer solutions.
- 11) **Know.** Know your resume. Know why you want the job. Know why you are qualified for it.
- 12) **Speech.** Speak clearly, pronounce correctly, and smile. Smiling can make your voice sound more friendly and enthusiastic. Your voice is your only selling point since they cannot see your posture, expressions, dress, etc. Sound formal and professional just as you would in a face-to-face interview.

## *ASKING FOR LETTERS OF RECOMMENDATION*

In order for faculty and staff to write a letter of recommendation for you, it is highly encouraged that you follow the guidelines listed below.

## **BE PREPARED**

Be prepared to give the faculty or staff member an updated copy of your resume and a short goal statement about why you are applying for summer research, awards, a scholarship/fellowship, internship, employment, RA or HR role, June or August Orientation positions, or graduate/professional school.

## **FOR YOUR FIRST REQUEST, MAKE AN APPOINTMENT**

Make an appointment to meet in person with the faculty or staff member to ask if they can provide a positive letter of recommendation. Discuss your goals, your background, the purpose of the scholarship or program, and allow them to get to know you better. Ideally, you will gain constructive feedback about how supportive or positive their comments will be in your letter. This also allows you to refresh their memory to include mentioning a research paper topic or leadership project that you completed in the letter.

## **ASK FOR LETTERS WELL IN ADVANCE OF DEADLINES**

Ask for letters of recommendation well in advance of any deadlines. Many faculty and staff members would prefer (or require) at least 2 or 3 weeks to complete a well-written, positive letter of recommendation. This is to your advantage! Writing a thank you note/email to your recommenders is appreciated.

## **DEADLINE FAST APPROACHING?**

If you have an immediate deadline, (less than 4 days due), let the faculty or staff member decide if they can complete the letter by the deadline based upon other commitments.

## **FREE ON-LINE SUBSCRIPTIONS**

**ArtSEARCH:** The essential source for a career in the arts. Click on “Find Jobs” under “ArtSEARCH” on the middle upper right of the screen. [www.tcg.org](http://www.tcg.org) Username: *career@denison.edu* Password: *artjobs*

**Vault Career Insider** - Research top employers, industries and career topics. To access the online career library you will need to create a username and password. Access Career Guidebooks and the “Vault Electronic Water Cooler” with over 2,500 company discussions. Additionally, be sure to review trend surveys on career issues and workplace behavior.

<http://careerinsider.vault.com/wps/portal/careerinsider?parrefer=495>

**CareerShift** offers the most comprehensive online resource, designed to support the number one request of job seekers: an easy to use website to conduct and organize their job search. Get inside contact information immediately, including email addresses, for millions of companies, even alumni, then save and manage your lists. Search and store and record job listings at all publicly posted websites and newspapers. Upload as many targeted resumes and cover letters needed. Students must register using their Denison email address and alumni may register by making their group name “denisonalumni”. <http://denison.careershift.com/>

**Current Jobs for Graduates:** This site lists updated, entry-level positions in the following career fields: Writing, Editing & Communication, Management & Business, International, Art, Performing Arts, Education, Liberal Arts. [www.graduatejobs.com](http://www.graduatejobs.com) Username: *denison* Password: *cs43023*

**Going Global:** Leading provider of both country-specific and USA city-specific career and employment information. Our unlimited access subscription database features 32 Country Career Guides, 42 USA City Career guides, corporate profiles and more than 500,000 internship and job listings within the USA and around the world. <http://online.goinglobal.com>

**Idealist:** While all of the organizations on this site are government and non-profit agencies, don't pass up the chance to learn about great entry-level jobs doing PR, marketing, writing & editing, research, teaching, traveling, etc., by signing up for their free email alerts for jobs/internships that match your career & geographic interests. Click on the "My Idealist" link at the top of the page to register for the email alerts. [www.idealist.org](http://www.idealist.org)

**Internships.com:** Search internships by metro area. 7 geographic regions - Midwest, Middle Atlantic, New England, Rockies-Plains, Southeast, Southwest, and West. Hundreds of U.S. Census Bureau metropolitan areas!

**Internships-usa.com:** Don't let the word internship put you off as there are often "post-graduate internships" listed (these are internships that last 3-12 months, a great way to get your foot in the door and or test out a career field without that "full-time" commitment). *Username: interns Password: learn*

**LinkedIn - The Denison University Network:** The OFFICIAL group of Denison University. Open to all students, alumni, faculty and staff of Denison University for career networking, job research, and social networking. Current or prior affiliation with Denison University is required for membership and will be verified. <http://www.linkedin.com/groupInvitation?groupID=2229435>

**MyDenison eXPERIENCE:** Offers students anytime access to career exploration resources and a wide variety of employment opportunities. Students have access to information from Career Services including: email updates, job & internship information, on-campus recruiting information, sample resumes and cover letters, and can be listed in the online resume book for employer referral. <http://denison.experience.com/er/security/login.jsp>.

**SportsJobBoard.com:** The most complete, up-to-the-minute information on available positions throughout the sports industry. *Username: denison Password: career*