

Internship Program FAQs:

Q: How do I apply for Catalog internships by using my DENISON eXPERIENCE?

Before you can apply you must upload both a resume and a cover letter (addressed to the person listed in the catalog) on to my DENISON eXPERIENCE. For instructions on how to write a resume & cover letter so refer to pages 64-65 in the Catalog. Once you have done this you will be able to apply for internships. To apply:

- 1) Go the Denison University homepage, mouse over Offices and click on **Career Services** (this is our homepage).
- 2) On the bottom of the page there is a “Student Quick Links” list, click on the “my DENISON eXPERIENCE” link you will be taken to a page that has the above backpack logo at the top.
- 3) To log in type in your FULL Denison email account, i.e., smith_x@denison.edu, your password will be your D number.
- 4) If you have not yet done so already, complete your profile information. You will only be prompted to do this once; you may update your profile at any time later on.
- 5) You will then be taken to the general log in page. **Scroll down the page till you see “Conduct Your Own Quick Search.” Click the “Internship” selection and in the Key Word box type “Denison Internship Program.”** (You may also just type on the number of the internship listed in the Catalog, such as “502” or “404.”) Be sure to also check the box that says “Return only jobs listed by my Career Center.” Then click the search button. This will take you to a large list of internships (or to the numbered internship that you typed in the Keyword box). The internships with a number in front of them such as “504” or “413” are the Catalog internships.
- 6) Click on the internship of interest to you. **Scroll all the way down to the bottom and look for the “Apply” button.** Click on it, you will then be prompted to send in your materials.
- 7) Remember, your cover letter should be addressed to the person listed as the contact person in the Catalog, therefore none of your cover letters should say, “To Whom It May Concern.”

Q: How long will it take my resume and cover letter to upload into my Denison

eXPERIENCE? As soon as you click the upload button the system begins to convert your documents into PDF files, this can take just a few minutes or up to an hour – depending on how busy the system is. You do not need to stay on the system once your document is converting, you may log off. You can always check later to make certain that they have uploaded.

***Remember – when you upload a document, give it a unique name such as “JohnDoeResume.doc” or “WelchsResume.doc”, please avoid naming your document “Resume.doc,” as doing so could slow down the system.**

Q: I’m confused, is “uploading” my documents the same as “applying” for an internship?

No! Please keep in mind the uploading a resume/cover letter merely puts your materials into the system, the only people who can see them are you and Career Services staff. If you want to **apply** for an internship you must follow directions 1-6 above.

Q: Oops! I see a typo in the resume I uploaded – how do I correct this? You will need to correct the typo in your own Word file and then re-upload it (with a NEW name) into the system. You should then delete the document with the typo or a document you no longer want/need. “Delete” is one of the options in the drop-down box on the “Documents” page.

Q: I’ve looked through the Catalog and I don’t see anything internships that are in areas I’d like to pursue, what should I do? We strongly suggest that you make an appointment with a Career Services staff member (Ashley, Ryan or Pam), to discuss your career interests and possible options and to learn of helpful resources.

Q: How do I schedule an appointment? Our campus phone number is 6656, any staff member that answers the phone will be able to schedule the appointment for you. If you’d rather stop in our office is in 306 Burton Morgan Center, this is the “CC” (Campus Common) level. You are strongly encouraged to schedule an appointment, especially if you need to talk in detail with Ashley or another staff member.

Q: I’ve never written a resume or cover letter, where can I learn how to do this? Please refer to pages 64-65 of the Internship Catalog. There are instructions and examples on these pages. There are also samples on my DENISON eXPERIENCE.

Q: Will someone in Career Services look over my resume, cover letter and/or stipend application? Yes, of course! There are **Drop-In Hours** everyday from **2:00pm to 4:00pm**.

Q: What if I’m looking at a specific geographic area, like Phoenix, but none of the internships in the Catalog are in Phoenix, can Career Services help me? Yes, you are strongly encouraged to schedule an appointment to talk with Ashley in order to start a “plan of action” on how you can find an internship in a specific geographic area.

Q: In a follow up to the previous question, I heard someone say that we shouldn’t ask alumni for internships – why not? Don’t they want to help us? Bear in mind that many alumni are not in the position to offer internships and/or hire someone. What they can do is offer ideas and suggestions on where you could be looking, people to contact, etc. Never ask an alum for an job or internship, always ask for their advice, ideas and suggestions on what you could be doing to find an internship in their area.

**Other questions? Contact Career Services! Call 6656
306 Burton D. Morgan Center
Deadline for Catalog Internships is Wednesday, March 5, 2008**