

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 page 64 in the 2009 Catalog. Once you have done this you will be able to apply for internships. To apply:

- 1) Go the Denison University homepage, click on Offices and click on Career Services (this is our homepage).
- 2) On the bottom of the page click on the "my DENISON eXPERIENCE" link, you will be taken to a page that has a backpack logo at the top.
- 3) To log in type in your FULL Denison email account, i.e. smithx@denison.edu. Your password will be your D number without the D.
- 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" link and Key Word box type "Denison Internship Program."** (You may also just type in 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."