

Tips for Success

Resumes and Cover Letters

- Proofread your documents and make sure they are error-free
- Include how your skills relate to the position
- Visit The Career Center for a critique
- Keep length of each document to 1 page

Before the Interview

- Research the organization
- Confirm directions to location
- Make sure your interview attire is clean and pressed
- Review the job description and your resume
- Prepare your 60 second commercial
- Prepare a list of 2-3 questions

Day of the Interview

- Arrive early (10-15 minutes)
- Dress professionally
- Come prepared with:
 - Extra copies of resume
 - Pen and Paper
 - Reference list
- Be a good listener
- Be sure to sell yourself, your skills, and your interest in the internship
- Answer questions accurately & honestly
- Use good grammar & language (no slang)
- Pay attention to your body language

After the Interview

- Send a thank-you note
- Follow-up with the employer as specified in the timeline to check the status of your application

The Career Center Staff

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Need An Internship?



The Career Center
Loyola College in Maryland
DeChiaro College Center, W002
(410) 617-2232
www.loyola.edu/thecareercenter

What is an Internship?

An internship can be a great way to explore your interests, passions, motivations, and abilities. It is a key component in a successful and proactive career search. It gives you the opportunity to gain career related experience outside of the classroom. Internships can be done for academic credit, for pay, or on a volunteer basis, and can occur during the fall, spring, or summer semester.

Internship Goals

- Apply the knowledge that you have received in the classroom to the workplace environment.
- Gain an understanding of the qualifications and skills needed to succeed in the profession.
- Explore a career field of interest and partake in some of the typical day-to-day duties.
- Further enhance your skill set and develop new skills.
- Confirm whether or not this career path is what you want.

Maximizing Your Experience

- Network! Talk with other staff members to learn more about the company and the profession.
- Ask questions! This is a great way to make sure that you are completing tasks as requested but also to learn more about the duties that are involved in that particular line of work.
- Keep a journal and record your thoughts, feelings, and activities. This can be helpful if you are using the experience for course credit, but also to reflect back on the experience later on.

How do I find an Internship?

There are many resources available to you as a Loyola student that can make your internship search easier.

- **The Career Center** is a great place to begin your search. You can meet with the Internship Coordinator to discuss strategies for finding an internship that would best suit your interests and future career plans.
- **Internships-usa.com**
Internships-USA.com is the largest internship site on the web with more than 3,000 organizations offering internships for college students. You can learn about the internships listed in their 14 publications and link directly to many employer sites. Contact The Career Center, at 410-617-2232 or via email at thecareercenter@loyola.edu, for the username and password.
- **Hounds4Hire** (formerly eRecruiting)
Hounds4Hire is a great place to explore internship opportunities available to Loyola students. This web-based system allows you to upload resumes, apply to internships online through the system, and publish your resume in various resume books. The system is easily accessible on/off campus 24 hours a day, 7 days a week! Come to The Career Center to complete the waiver form to activate your account.
- **Internship Binders**
Stop by the Career Resource Library to search through our internship binders. There are listings divided by major that are available to freshmen, sophomores, juniors and seniors. Be sure to check these often as new opportunities are always being added.

Sample Timeline

(Summer Internship)



September

- Write a draft of your resume and cover letter and have them critiqued at The Career Center.
- Sign a waiver and register for Hounds4Hire and complete your personal profile.

October

- Begin looking through some of the internship resources online and in the Career Resource Library.
- Meet with the Internship Coordinator to begin discussing strategies and what you are looking for in an internship.

November

- Visit Internship Information Day to receive tips on finding an internship.
- Attend an internship seeking workshop.

December/January

- Network with family members, friends, etc. to learn about internship opportunities.
- Start filling out applications and apply to opportunities of interest to you. Some programs have early deadlines!

February/March

- Visit the Career Center to do a practice interview.
- Attend the Career Fair to interact with employers and learn about opportunities within their organizations.
- Apply to any other internship opportunity that you may have located at the Fair.

March/April

- Interview, Interview, Interview!