

# How to Obtain an Internship

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January 5, 2019

# Steps in the Process – start in January for job in May

1. What is your ideal role?
2. Identify accountability partner
3. Prepare resume and LinkedIn Profile
4. Search for jobs and set up alerts on Indeed, LinkedIn and other sites
5. Build spreadsheet to track jobs, companies, and potential hiring managers
6. Ongoing process – tracking industry trends, conferences, networking events, follow-up

# Marketing: Resume and LinkedIn

- LinkedIn -- #1 Online Marketing Tool
  - Ensure profile is up to date with professional photo
  - Join relevant groups
- Resume
  - Ensure all contact information is accurate and clear
  - Stick to a simple format
  - Include all previous work experience
  - Should you include your GPA?

# Marketing: Face to Face Meetings

- Most Effective Method
  - Bring resumes and business cards
- Networking Events
  - BioBreakfast in Pittsburgh Tuesday 8 – 10 am
- Career Fairs
  - Go and meet as many people as possible
    - even if events are for juniors and seniors!

# Searching

- LinkedIn
- Indeed
- PghTech.org
- University Career site
  - IrishCompass
- Specialized sites
  - Associations like AICHE, ACS, SWE, iHEA and many others

# Research: Learn Industry Trends

- Pittsburgh Business Times
- Online magazines and newsletters
  - C&EN for example
  - FierceBiotech, FierceDevice
- Conferences
- Speakers -- on and off campus
- TED Talks
- Podcasts
- Book of lists

# Who else can help?

- Counselors in Career Office at School
- Alumni in your area
- Relatives 😊
- Neighbors and family friends
- Professionals in other fields
  - Running club, horseback riding, band

# Minimize Regrets

- Work on this now before you go back to school
- Schedule time in your calendar to work on this every day
- Keep a spreadsheet of everyone you contact
- The more you do it, the easier it will become
- Thank you notes – email or handwritten – are imperative
- Please and thank you will take you a long way



# Wrapping up

- No magic pill -- it's a job to get a job
- Learning these skills will set you up for success in all areas of your life
- Get comfortable with being uncomfortable.
- When you don't feel like working on it, think how you'll feel if you're back at your old job from last summer
- Celebrate wins – big and small!
- Eleanor Roosevelt quote:
  - *The purpose of life is to live it, to taste experience to the utmost, to reach out eagerly and without fear for newer and richer experience.*