

## Job & Internship Preparation:

The NCC Center for Career Development through the Career Readiness Process can guide you with your job and internship searches including the application process, interview preparation, post interview follow-ups and job acceptances.

### Identify Your Interests and Goals (Exploration & Self Assessment)

- Identify and explore internship opportunities that meet your targeted career interests and broaden your “career ready” competencies.
- Think about how your internship will fit into your academic or summer schedule.
- If seeking credit, meet with your academic advisor to discuss how the internship will fit into your academic plan.
- Be clear on what you want to learn from the internship; the skills, interests, and strengths that you already possess and want to develop further; the industry or type of work that interests you; and any location constraints.

### Develop & Target Your Resume and Cover Letter (Planning & Preparation)

- Develop your resume that you will later target for each internship or future job.
- Write your cover letter and/or personal statement and start gathering letters of recommendation (as needed).
- Review your social media accounts (e.g., Facebook, LinkedIn, Twitter) to ensure your personal brand is representative of how you want to be seen by professional organizations.

### Implement Your Plan (Practice & Implementation / Follow-up & Reflect)

- Attend Career Fairs and other events to explore potential opportunities.
- Ask for assistance in reviewing your application materials when appropriate.
- Discuss and reach out to NCC Center for Career Development staff, faculty members and professionals in your area of interest to learn about available internships and job opportunities.
- Leverage NCC Connections and other online job boards to conduct your job search.
- Apply and follow-up on applications and potential interview based on employer instructions.
- Prepare for interviews by attending NCC Center for Career Development workshops, applying interview guides and completing mock interview sessions.
- Upgrade your professional attire by seeking guidance from the NCC Center for Career Development staff and attending “Dress for Success” events.
- Follow up after your interviews with a hand-written thank you note or email.
- After accepting an offer discuss expectations for start date, project objectives (internships), dress code, and any other workplace information with the hiring manager or supervisor.