

The Internship Resume Review will help you stand out in the internship search process by enhancing your skills to prepare for and secure an internship opportunity. All freshmen, sophomores and juniors are encouraged to have their resume reviewed, and it is a requirement for those who wish to interview on campus or participate in resume collects for internship opportunities. If you are a senior or graduate student, we recommend that you complete Senior Prep Series, even if you plan to look for an internship instead of a job. SPS will qualify you for internship and job opportunities.

_____ **Get your resume approved (Required)**

Most internship applications require a resume and yours needs to be stellar. Bring your resume to Quick Questions (Monday- Friday: 11 a.m. - 5 p.m.) at the Career Center in 110 Danforth University Center for approval. Don't have a resume yet? Attend a Resume Writing workshop or call the Engineering Communications Center at (314) 935-5463 to get started.

Once your resume is approved you will be able to apply for on-campus interviews and resume referrals. Please log on to CAREERlink at www.careers.wustl.edu to complete your profile and search for opportunities. Let us know if you have any questions.

Additional Internship Preparation (Optional, but important)

_____ **Attend Career Center workshops**

The *Internship Search Strategies* workshop will help you kick off your search and teach you how to target specific organizations. An *Interviewing Skills* workshop will help you understand how to stand out from the rest and land the internship position. Log on to CAREERlink, at www.careers.wustl.edu, to RSVP for a workshop date and time that fits your schedule.

_____ **Complete a Mock Interview**

An interview is your one chance to make an impression with an employer and practice is key to your success. Hone your skills by doing a mock interview with a Career Center advisor. Call (314) 935-5930 or stop by the Career Center to schedule an appointment.

_____ **Sign up for the Internship Success & Stipend Class**

Take the extra step! The *Internship Success & Stipend Class* will help you prepare for a summer internship or research experience. The seven-week, non-credit class will cover self-assessment, the internship search process, professional communication, interviewing, and sectors and business functions of organizations. Visit www.careers.wustl.edu/stipends for more information.

Name: _____ Student Number: _____

Year: _____ Freshman _____ Sophomore _____ Junior

Date: _____ Career Center Approval: _____

I hereby verify that I have completed the above steps and acknowledge that I have read and agree to the "Student Responsibilities" and "Consent to Release Records" on the back of this page.

Signature

Date

On-Campus Recruiting Student Guidelines

The professional community judges the quality of our institution through our graduates. Both the University and its alumni benefit from maintaining a good local, national and international reputation. We expect and require that all students who utilize on-campus recruiting at the Career Center adhere to these guidelines:

1. Be well-prepared for every contact with an employer.

Utilize your knowledge from workshops, internships, jobs and other Career Center events to make an informed connection between your strengths and the employer's needs.

2. Academics come first. Avoid missing classes to interview, attend information sessions, or participate in any Career Center event. Coordinate with professor(s) should absences be unavoidable.

3. RSVP for employer events and information sessions through CAREER/link. Arrive on time for employer events and information sessions and stay for the entire event. Ask questions and stay alert.

4. Sign up for interviews only if you are interested in the position. Arrive 5-10 minutes before your interview is scheduled to start. Always dress in business attire. Bring 3 copies of your resume.

5. No-show policy: If you decide to withdraw your name from consideration for a position, inform the Career Center at least 2 business days before your scheduled interview. If you miss an interview after this time has passed, it is considered a "no show" and you will be required to send an e-mail apology to the employer within 24 hours. A copy should be sent to the Career Center (careers@wustl.edu). If this e-mail is not sent, OR if you miss one interview, you will immediately lose on-campus recruiting privileges. If you are sick, a doctor's note may waive this action.

6. Comply promptly and completely with all employer information requests.

7. Stick to your commitment. Once an offer has been accepted, either verbally or in writing, additional interviewing should cease. If you renege on a job agreement, the Career Center reserves the right to intervene.

8. Report all offers and status (i.e., holding, rejected, accepted) to us at www.careers.wustl.edu/reportsuccess.

Consent to Release Records

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, I hereby authorize the Career Center at Washington University to release the registration/resume information provided by me, as well as other official and unofficial WUSTL information regarding academic progress and status, to any and all prospective employers for the purpose of providing such employers with information concerning my employability. The Career Center takes reasonable and appropriate measures to ensure that the personal information we collect is stored in secure operating environments that are not available to the public. Although we gather user demographics and information to compile statistics or analyze services, this does not personally identify you, nor will it be made available to third parties unrelated to the express purpose the Career Center Web site, unless required by law. However, since the Internet is an open system, there is no absolute guarantee that the personal information you have entered will not be intercepted by others. Although this possibility is remote, it does exist. **Please acknowledge that you have read and agree to these guidelines:**

Name _____

Student ID# _____

Date _____

Signature _____