



SUCCESSWORKS

COLLEGE OF LETTERS & SCIENCE

SUCCESSWORKS

AT THE COLLEGE OF LETTERS & SCIENCE



[SUCCESSWORKS.WISC.EDU](https://successworks.wisc.edu)

3RD FLOOR OF THE UNIVERSITY BOOK STORE



Career & Internship advising **appointments** for personalized advice, resume help, & more.



Explore your career **interests** with our resources, programs, & Career Courses.



Network with employers & alumni at our events & workshops - we'll help you land the internship or job you want!

Let's Land an Internship: Next Steps for Success after the Equity & Inclusion Career & Internship Fair

- How was the Equity & Inclusion Career & Internship Fair
- What have you heard about internships? Why do they seem important?
- What challenges or barriers exist for you in searching for an internship?

Follow Up With Employers

A simple formula you can use in your exchange is:

1. Who are you
2. Why you are contacting them
3. What you are asking for (being specific helps them know if they can help)

Sample Text:

Hi NAME,

I enjoyed hearing about the opportunities at COMPANY at the Equity & Inclusion Career Fair. Like I mentioned there, I'm a sophomore at the University of Wisconsin-Madison studying Math. I think consulting that matches my interests and strengths. Look out for my application soon. If you or anyone else on the team would be interested, I'd love to chat more about working with your team.

Thanks,

NAME



The Reality of Job Searching

- Job searching is hard - expect rejection
- Be comfortable with uncertainty, control what you can
- These skills are useful forever
- Careers are Stepping Stones, not a Ladder



Quick Stats on Internships

- Just over 70% of employers end up offering their interns full-time jobs (National Association of Colleges & Employers)
- According to 34% of college graduates, doing an internship has significantly impacted career directions and employment opportunities (National Association of Colleges and Employers)
- Students who have done an internship are more likely to be employed and earn more in the first years after college

Why Internships Matter

- Gain industry knowledge
- Explore and refine your interests (industry, working style, etc.)
- Creates new interests
- Connects you to industry professionals
- Get paid to get experience
- Earn credit(s) to learn

Getting Paid for Internships

- Not all internships are paid, but many are!
- The SuccessWorks Internship fund can provide an opportunity to get paid for your internship
- Learn about our [Summer Internship Fund](#)

Steps to Job & Internship Success

1. Explore Career Options
2. Create Your Toolkit
3. Build Experiences
4. Get Jobs & Internships

Explore Options: Getting Started

- Each major is supported by a unique school/college career services office, [find your support network here](#)
- If you are still exploring what you would be interested in, connect with the [Career Exploration Center \(CEC\)](#)
- Start with our [Career Interest Quiz](#) to get an idea
- Find a SuccessWorks [Career Community \(or two or three\)](#) that fit your interests

Create Your Toolkit

- Developing a college [resume](#)
- Activate [Handshake profile](#)
- Create a [LinkedIn profile](#)
- Create a [cover letter](#)

Take a [career course](#) and get credit for all of this work! Need help? We can help with [Express and 30 Minute Advising](#)

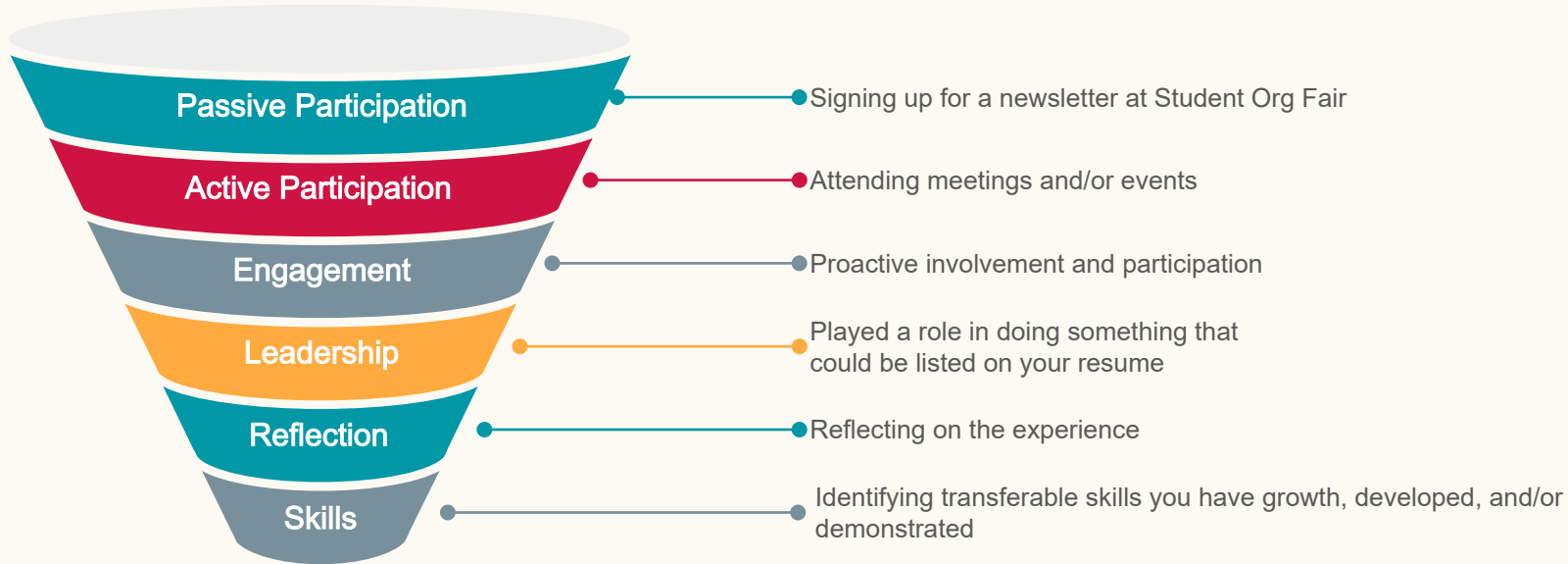
Build Experience

There's almost an unlimited number of ways to build meaningful experience:

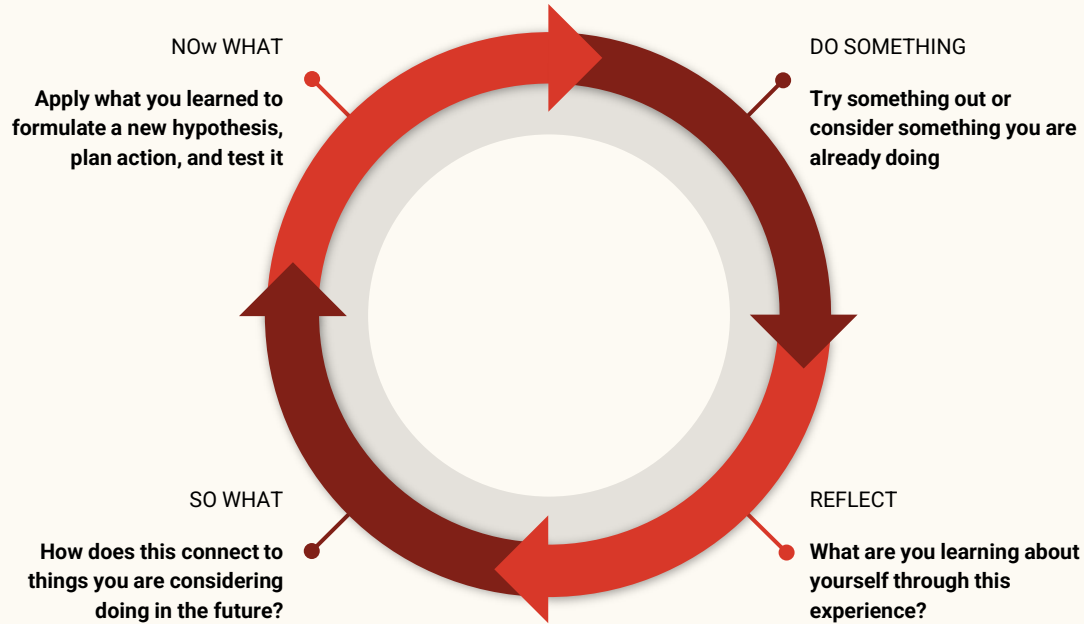
- [Student Jobs](#)/Part-Time Jobs
- [Student Org Participation](#)
- [Volunteering](#)
- [Networking](#)
- Articulating experiences gained from class projects

[Make an appointment with a Career Specialist](#) to learn more about identifying and building meaningful experience

Build Experience: From Exploring to Deepening Involvement



Build Experience: Reflecting on Experience



Build Experience: Key Attributes Employers Ask For

- Ability to work in a team
 - Problem-solving skills
 - Analytical/quantitative skills
 - Communication skills (written and verbal)
- Ability to work in a team
 - Problem-solving skills
 - Analytical/quantitative skills
 - Communication skills (written and verbal)



Activity:

Reflect on one skill from the previous slide and identify a simple way you are already developing that skill now

Get Jobs & Internships: Where to Look

- Activate your Handshake Account (Handshake is curated and maintained for a student audience)
- Student Jobs
- Your network (word of mouth, email, LinkedIn)
- Other job boards (e.g. Indeed)

Get Jobs & Internships: Searching

- Start your search to obvious terms - e.g. your major, job titles to survey what might interest you
- Add keywords that you know are interesting or important to you (e.g. software, tasks, job duties, concepts, industry words)
 - You might be surprised by the results that come back
- Keep an open mind, especially for your first internship/job

Get Jobs & Internships: Applying

- Follow the instructions on the job description
- Highlight experience and skills you have that align with the job qualifications
- Customize your cover letter (sometimes optional or not used)
- You don't need to meet every qualification to apply!

Get Jobs & Internships: Strategies for Keep At It

Q: “How many jobs should I apply for?”

A: “As many as it takes.”

Job Searching is an endurance trial -- a marathon, break your run into stages:

- Set daily and/or weekly application goals.
 - Example: I’m going to set aside 30 minutes/week, or my goal is to submit 5 applications/week
- Prioritize your time
- It may be helpful to keep a tracking sheet to record your applications
- If you are “hitting a wall” step away and ask for help!

Get Jobs & Internships: Resources

- [Community Impact Internships](#)
- [Job/Internship Search Methods](#)
- Preparing for [Interviews](#)
- [Preparing for & Attending Career Fairs](#)
- [Career Closet](#) - free professional clothing
- [Accepting & Negotiating Offers](#)

[Make an appointment with a Career Specialist](#) to learn more about identifying and building meaningful experience

Steps for Job & Internship Success

There's a lot to navigate, so we created a Canvas course that walks through each step with all of our resources in one place:

[Jobs, Internships, and How to Get Them](#)

Your Identity at Work

- Employers are starting to engage in this conversation
- Your identity matters and shapes your experience



If you get stuck, ask for help!

MADISON MADE
WORLD READY

3rd Floor of the
University Book Store
on State Street

In-person, virtual or phone
advising available!

successworks.wisc.edu

