

# CRUSHING IT



YOUR GUIDE TO THE 2018 INTERNSHIP & CAREER FAIR

# WHAT WE'LL COVER

- How to **prepare**
- How to prioritize
- What **questions** to ask
- How to seal the deal
- Any and every question **you** might have

# PREPARE

- Update your résumé or c.v.
  - Consider including courses taken to date
  - Skills and competencies: what do you **bring**?
- Reflect and research
  - What do you **need**? (Look at current job ads)
  - Who's coming? What can you discuss/**ask**?
- Pick your outfit
  - What even is “business casual,” anyway?
  - Be comfortable, not costumed

\*High heels not required to CRUSH IT



# PRIORITIZE

- You'll have ~15 minutes
- The **first** minute is the most important
  - Say hello! (Use first **and** last name)
  - Share a copy of your résumé
- Have notes; take notes
- Don't apologize for what you don't have; focus on what you **do have** and **can learn**
- Ask questions (timelines, procedures, etc.)

# INQUIRE

- Timing
  - What quarter(s); when are they looking to confirm a hire; procedural lead time; hours?
- Structure
  - Working on a project vs. whatever comes up; internship program or one-on-one?
- Workplace
  - Culture; size of department/unit; intangibles?
- \$\$\$ (and other measures of value)
  - Strive for clarity! If paid, how (much); other perks?

# FOLLOW UP

- Be **classy** and organized
  - Set aside time to follow up
  - Ghosting people is unprofessional
  - Follow up to say thank you for their time
- Be respectful and transparent
  - Juggling multiple possibilities is normal!
  - Treat others as you would wish to be treated
- Internships aren't the only reason to talk
  - This is also about building your **network**

QUESTIONS?

