

the how to: internship planning



preparation and research
tips, types and sample questions
interview etiquette



HOFSTRA UNIVERSITY,

THE CAREER CENTER

find your edge.

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A MESSAGE FROM THE CAREER CENTER

This Internship Planning Manual has been written specifically to help your internship search. It provides you with an overview of The Career Center's services and available career planning resources, and tells you how to use them. *Remember that we are but one source of help to you in your internship search. You are encouraged to use as many resources as possible—on campus and elsewhere—so as to maximize your options.* The following information will help you use The Career Center resources. We hope you find this manual helpful.

HOW CAN AN INTERNSHIP HELP YOU?

Internships are a valuable option for graduating college students as well as undergrads. Through internships students gain experience in different fields, establish contacts that can assist with networking, and receive letters of recommendation. Internships can make a sizable contribution to every student's resume.

In addition to these benefits, internships act as a way for students to gain experience without committing themselves permanently to a specific field. It is common for students to major in a particular area of study, but then, having done an internship in that field, decide the field is not right for them. Internships allow students who do not know exactly what they want to do to work in different fields with the hope of finding a job they really enjoy. For other students internships confirm their interest in a particular course of study and reinforce their career goals.

As you continue to work toward achieving your degree and set goals for your career, just having a degree is no longer sufficient in and of itself to secure a job in many competitive fields. **Gaining experience while in school through internships gives students the competitive edge over other students when seeking a full-time job after graduation. Many employers of recent college graduates give preference in hiring to students who have previous internship experience in their industries.** In today's competitive job market it is essential that you gain career skills and make the most of your time at Hofstra University. Internships provide you with this opportunity.

WHAT SERVICES ARE AVAILABLE TO YOU TO HELP WITH YOUR INTERNSHIP SEARCH?

The Career Center at Hofstra University is available to assist you in planning your internship. Some services available at The Career Center include:

- ✓ Thousands of Internship postings and career research books
- ✓ Career counseling assistance to help you:
 - Learn how to arrange your own internship
 - Prepare a resume
 - Write a cover letter
 - Clarify your internship goals
 - Learn how to plan and evaluate the internship experience
- ✓ Year-round Monthly Workshops including: **Intro to Internships, Resumes that Rock, Interview to Impress & many more!**
- ✓ Career Center Job and Internship Fairs with employers representing a wide variety of career fields
- ✓ The Career Center homepage with links to several internship search web sites
- ✓ Our Pride-CMS Career Management System where you can easily search for internship posted specifically for Hofstra students!
- ✓ Internship e-mails announcing various opportunities to Hofstra students

INTERNSHIP RESOURCES IN THE CAREER CENTER LIBRARY

The Career Center at Hofstra University has taken great measures to ensure that you have the most up-to-date internship information. Resources available in the library include:

- ✓ More than 2,000 internship postings yearly specifically geared towards Hofstra students
- ✓ Six computer terminals with access to the Internet
- ✓ The Career Center Web site (www.hofstra.edu/career) with links to several internship search Web sites
- ✓ Several internship reference books
- ✓ C.H.A.M.P. volunteers on hand to assist you with internship research

Other University Resources: Many academic departments post internship opportunities for their majors. Some have designated a faculty member as the "Internship Coordinator." If you have declared a major, you may want to investigate the departmental postings as well as Career Center postings.

INTERNSHIP RESOURCES ON THE WEB

The following is a list of internship resources on the web. Please note that a more updated version with links to the web sites is available on The Career Center homepage: www.hofstra.edu/career

GENERAL CAREER RESOURCES:

ONLINE SUBSCRIPTIONS	Website	Username	Password
Artjob	http://www.artjob.org	hofstra	university
Career Search	http://www.careersearch.net/Hofstra	Hofstra	career
Current Jobs for Graduates	http://www.graduatejobs.com	hofstra	career
Foundation Grants to individuals	http://gtionline.fdncenter.org/	hofstra	career
Internships USA	www.internships-usa.com	Inter08	work
Spotlight on Careers	www.spotlightoncareers.org/	lacn	holland
Theatre Communication Group	http://www.tcg.org/artsearch	librsds@mail1.hofstra.edu	artsearch
The International Educator	http://www.tieonline.com	hofstra	career
Washington Information Services	www.h1visajobs.com	users@hofstra.edu	feb2008

GENERAL INTERNSHIP WEBSITES:

Wetfeet

<http://wetfeet.internshipprograms.com/>

General internship search

College Grad Job Hunter

<http://www.collegegrad.com/internships/>

This site allows a student to access internship postings as well as full-time opportunities.

Disney World College Program

www.wdwcollegeprogram.com

This site provides information on applying to the Disney College Program.

[Intern Jobs](#)

<http://www.internjobs.com/>

This site provides resume and internship resources.

[Long Island Works Coalition](#)

<http://www.liworks.org/>

Information about internships on Long Island.

[Rising Star Internships](#)

<http://www.rsinternships.com/>

Provides general information on internships nationwide

[Internship Programs](#)

<http://internships.wetfeet.com/>

This site posts internships nationwide

***ADVERTISING*:**

[Advertising Age](#)

<http://www.adage.com/>

Provides up-to-date information on the field of advertising and easy links to job listings.

[Advertising Educational Foundation](#)

<http://www.aded.org/start.asp>

Gain knowledge about trends and issues in the advertising industry with this site. It also includes links to job search and professional association sites.

[American Advertising Federation](#)

<http://www.aaf.org/college/internships.html>

An online directory listing various internships in all areas of the advertising and marketing.

***ARTS, *:**

[Art Jobs](#)

<http://www.artjob.org/>

Search for full and part-time jobs, internships, grants and more through this site. Jobs are in all areas of the arts, including: presenting, producing, performing arts, visual arts, and academics.

[Arts Wire](#)

<http://www.nyfa.org>

For online communications about the arts. Come here to learn about grants, jobs and other information in the arts community.

***BUSINESS*:**

[Vault](#)

<http://Vault.com>

This site has an internship board with postings in various fields such as finance, accounting, management, marketing, and sales.

[Bloomberg](#)

<http://www.bloomberg.com/>

Provides current industry news and market activity, job postings, and a "special agent" section that allows you to enter your career interests and receive an email as positions become available.

[CareerBank.com](#)

<http://www.careerbank.com/>

This site offers a variety of career resources such as relevant articles, salary information, and company summaries. Job seekers will find a number of positions in the US and abroad for all levels of experience.

[Corporate Finance Network](http://www.corpfin.net/)

<http://www.corpfin.net/>

Provides overviews and links to organizations in the banking and investing industries.

[Careers in Investment Banking](http://www.careers-in-finance.com/)

<http://www.careers-in-finance.com/>

Covers skill requirements, key job areas, print and Internet resources, salaries, facts and trends, and top related employers in the US.

[eFinancial Careers](http://www.efinancialcareers.com/)

<http://www.efinancialcareers.com/>

Provides overviews and links to finance jobs which include banking, IT, and accounting.

[Jobs in the Money](http://www.jobsinthemoney.com/)

<http://www.jobsinthemoney.com/>

A large search engine that encompasses all levels of business/finance careers and has a database for resumes and cover letters.

COMMUNICATION & WRITING

[Book Jobs](http://www.bookjobs.com/)

<http://www.bookjobs.com/>

Search jobs and internships in publishing.

[Jobs Page-Newspaper Career Directory](http://www.freep.com/jobspage/interns/index.htm)

<http://www.freep.com/jobspage/interns/index.htm>

This site contains newspaper ads for internships.

[Show Biz Jobs](http://www.showbizjobs.com/)

<http://www.showbizjobs.com/>

Contains a wide variety of pre- and post-production positions, both full-time, and internships, as well as positions in the business side of the industry.

[Mandy.com](http://www.mandy.com/)

<http://www.mandy.com/>

Great site with job and internship postings for opportunities in film and TV production. When searching for internships make sure you select "Paid + Lo/No/Deferred".

[Magazine Publishers of America](http://www.magazine.org/home/)

<http://www.magazine.org/home/>

This site provides general industry information along with links to job postings and other career resources.

[TV Internships](http://www.tvjobs.com/intern.htm)

<http://www.tvjobs.com/intern.htm>

Broadcasting internships with national networks, regional networks, cable, and more.

[National Writer's Union](http://www.nwu.org/)

<http://www.nwu.org/>

The site of the union for freelance writers offers a job hotline, industry news, featured links, and more.

[National Diversity Newspaper Job Bank](http://www.nwu.org/)

<http://www.nwu.org/>

Gives easy access to up-to-date information on the field. Provides job listings after submission of information; information on job fairs, conferences, and professional associations.

[Newspaper Jobs Page](http://www.freep.com/jobspage/)

<http://www.freep.com/jobspage/>

Information and job listings for both full time and internship opportunities.

***COMPUTER SCIENCE AND INFORMATION TECHNOLOGY*:**

[Brainbuzz.com IT Career Network](http://www.cramsession.com/)

<http://www.cramsession.com/>

Includes job postings searchable by keyword and geographically, including international.

[Careermarketplace.com](http://www.careermarketplace.com/)

<http://www.careermarketplace.com/>

Search for jobs in a number of IT-related areas such as systems analyst, project manager, software developer, and more.

[Dice](http://www.dice.com/)

<http://www.dice.com/>

Search thousands of job openings, and access additional web resources to support your search.

[Computer Science Research Jobs Listing Service](http://www.cs.hmc.edu/~fleck/computer-science/jobs.html)

<http://www.cs.hmc.edu/~fleck/computer-science/jobs.html>

Directory of job listing sites for jobs in computer science.

***CONSULTING*:**

[Kennedy Information](http://www.kennedyinfo.com/)

<http://www.kennedyinfo.com/>

Comprehensive coverage of different careers in consulting and also links to company reports and industry overviews.

***DIVERSITY*:**

[Minority Corporate Internships](http://www.inroads.org)

<http://www.inroads.org>

A program to develop and place talented minority youth in business and industry while preparing them for corporate and community leadership

***ENGINEERING*:**

[Job Search for Engineers](http://www.interec.net/)

<http://www.interec.net/>

A concise meta-site for a variety of engineering fields, including job postings, and job search information.

[The Engineering Job Source](http://www.engineerjobs.com/)

<http://www.engineerjobs.com/>

Job postings by geographic location.

***ENTERTAINMENT*:**

[Entertainment Careers](http://www.entertainmentcareers.net/)

<http://www.entertainmentcareers.net/>

Entertainment jobs and internships listings at Studios, Networks, Production Companies, Record Companies, TV and Radio Stations, VFX, Animation, Broadcasting.

***ENVIRONMENT*:**

[Environmental Career World](http://www.environmentalcareer.com/)

<http://www.environmentalcareer.com/>

Environmental jobs and internships in education, policy, advocacy, engineering, consulting, and government agencies.

[Environmental Jobs and Careers](#)

<http://www.ejobs.org/>

Link to environmental opportunities in the US and Canada. Search by area of interest, employer or region.

***GOVERNMENT*:**

[USA Jobs](#)

<http://www.usajobs.com/>

The US government's official site for job and employment information: includes job listings, general info. on how to apply, and an on-line application.

[Careers in Government](#)

<http://www.careersingovernment.com/>

This site is a clearinghouse of information, resources, and jobs available in public sector organizations in the US and abroad.

[GovtJob.net](#)

<http://www.govtjob.net/>

This site provides a centralized online source of jobs available in local government nationally.

[GovtJobs.com](#)

<http://www.govtjobs.com/>

This site is devoted to helping individuals find the jobs they are seeking in the public sector.

[New York Civil Service Jobs](#)

<http://www.cs.state.ny.us/announ/mainpages/exams.htm>

The Department of Civil Service holds examinations to fill a wide variety of jobs in the executive branch of State government. This site posts announcements for these examinations and provide information about jobs and how to apply.

[Public Service Internships](#)

<http://www.everettinternships.org/index.htm>

Offers 10 week internships in art, education, communications, economics, social change, environment and health advocacy, social justice and human rights.

[The Internet Source](#)

<http://207.21.203.96/index.html>

This site links to government jobs in most states, dozens of agencies within the federal government, and many Fortune 500 companies.

[The White House Fellows](#)

<http://www.whitehouse.gov/fellows/>

The White House Fellows program spans multiple fields and provides gifted young Americans firsthand experience in the governmental process, either in the Office of the President or in one of the cabinet-level agencies.

***HEALTH CARE AND MEDICINE*:**

[Biomedical Internships](#)

<http://www.training.nih.gov/student/internship/internship.asp>

Summer Internship Program in Biomedical Health.

[Medzilla](#)

<http://www.medzilla.com/>

Job posting site in the biotechnology, medicine, and health care industries. Extensive list of related links also available. *

HUMAN RESOURCES*:

[Society for Human Resource Management](http://www.shrm.org/)

<http://www.shrm.org/>

Includes information on a wide range of human resources areas. Job postings are listed by location, job title and posting date.

[HR Careers from TCM.com](http://www.tcm.com/hr-careers/)

<http://www.tcm.com/hr-careers/>

This site combines job listings with job search tips and a resume database.

[Jobs4hr.com](http://www.jobs4hr.com/)

<http://www.jobs4hr.com/>

This site features jobs for HR professionals at all levels.

[The Riley Guide-Human Resources and Training](http://www.rileyguide.com/hr.html)

<http://www.rileyguide.com/hr.html>

Provides links to a variety of sites focused on human resources, training, and development.

***INTERNATIONAL*:**

[CDS International \(CDS\)](http://www.cdsintl.org)

<http://www.cdsintl.org>

This organization committed to the advancement of international practical training opportunities for young professionals, students, educators, as well as labor, business, and government representatives.

[Escape Artist](http://www.escapeartist.com/jobs/overseas1.htm)

<http://www.escapeartist.com/jobs/overseas1.htm>

Access a wide range of information to help with the overseas job search, job listings, employer directories, foreign newspapers, and more --all organized by region.

[GoAbroad.com](http://www.goabroad.com/)

<http://www.goabroad.com/>

Site is filled with information geared to college students but it covers almost anything you might want to find out about going overseas. Search for internships, volunteer opportunities, teaching opportunities, and much more.

[Study Abroad](http://www.studyabroad.com/)

<http://www.studyabroad.com/>

This site provides links and contact information for thousands of opportunities in dozens of countries. Search by country, or use the menu for language programs, internships or summer jobs.

[UCI International Opportunities Program](http://www.cie.uci.edu/iop/)

<http://www.cie.uci.edu/iop/>

List of links for International Internship programs.

[United Nations](http://www.un.org/Depts/OHRM/examin/internsh/intern.htm)

<http://www.un.org/Depts/OHRM/examin/internsh/intern.htm>

Internships at NYC United Nation offices.

***LEGAL*:**

[National Federation of Paralegal Associations](http://www.paralegals.org/)

<http://www.paralegals.org/>

Site for paralegal career information, educational programs, job postings by state, and has an on-line newsletter.

LawInfo Job Center

<http://jobs.lawinfo.com/>

Free service to search opportunities for attorneys, paralegals, legal secretaries, legal nurse consultants, and more.

***NON-PROFIT & SOCIAL SERVICES*:**

Idealist

<http://www.idealist.org/>

Comprehensive site with career and job search information and job postings for permanent, internship and volunteer opportunities.

Non-Profit Career Network

<http://www.nonprofitcareer.com/>

Good source of information on non-profit organizations and job and volunteer postings.

Social Work and Social Services Jobs Online

<http://gwbweb.wustl.edu/jobs/>

Comprehensive site for social service and social work positions and resources.

Impact On-line

<http://www.volunteermatch.org/>

Matches volunteers with non-profit organizations.

***RETAIL & FASHION*:**

Fashion Institute of Design and Merchandising

<http://www.fidm.com/>

Hundreds of links covering every aspect of the fashion industry.

Fashion Career Center

<http://www.fashioncareercenter.com/>

A database of job postings in the fashion industry, including links to employer homepages.

National Retail Federation

<http://www.nrf.com/>

This site provides information on upcoming industry conferences, seasonal sales figures, and careers in retailing along with links to articles, state associations, and other retail sources.

***SPORTS & RECREATION*:**

Online Sports.com

<http://www.onlinesports.com/>

Many position listings and links to sports and recreation organizations. Included is an online catalogue to sports products and services.

The Outdoor Network

<http://www.outdoornetwork.com/>

Get linked to a professional forum on outdoor recreation, including job listings in outdoor education, recreation and adventure travel.

Coolworks

<http://www.coolworks.com/>

Connect to opportunities where you can live and work where others only get to visit! Access job listings at national parks, jobs on the water, ski resorts, amusement parks, resorts, camps, and more.

WHAT IS AN INTERNSHIP?

Hofstra University students have the opportunity to gain experience in the professional world through internships. Many organizations, including profit, not-for-profit and government agencies, offer internships. Students can either obtain college credit, a modest salary or both for an internship. An internship is an excellent way to discover where your career interests lie.

HOW DO INTERNSHIP PROGRAMS WORK?

Interns usually spend a minimum of 12 hours per week at the internship site. Internships usually follow semester cycles and occasionally can be longer or shorter, depending upon the mutual arrangement between the student and the organization.

WHAT TYPES OF INTERNSHIPS CAN I APPLY FOR?

✓ Internships for Credit

Receiving academic credit for an internship is dependent upon the decision of your academic department. Some degree programs require internships as part of the degree requirements. Consult with your academic advisor to determine if an internship is required for your degree program. Academic departments have various requirements so, it is very important that you contact them **BEFORE** assuming that you can earn credit for an internship. You can discuss internship opportunities with both your academic advisor and a career counselor.

****Important note:** The Career Center is not an academic department and is not authorized to award academic credit. As a Hofstra student it is your responsibility to arrange academic credit through your academic advisor.

✓ Internships for Salary

Internships for salary can be compensated in two ways. The first is payment on an hourly basis. The wages can vary from internship to internship. Other internships offer a stipend (single lump-sum payment). Organizations are increasingly realizing that although some students are motivated by paychecks, many just want income to cover basic necessities. In response, many traditionally unpaid internships may now come with a one-time stipend to help students defray their costs of living.

Many paid internships are found in the corporate sector. Consulting, investment banking, commercial banking, accounting, information technology, sales and marketing offer some of the highest paying internships. Others may or may not pay as much depending on the high demand for the internship. Still, almost all industries offer some paid internships to attract talented students at an early stage in their education.

✓ Unpaid Internships

These internships are neither for credit nor for salary. While there is no compensation for this type of internship, they are worthwhile for the experience that a student will gain. This professional experience will contribute positively to a student's resume. Remember, even if you are not paid, internships are the fastest way to add luster and experience to your resume.

By interning, you not only gain professional and valuable experience, but you also gather insight into a particular industry and organizational culture, and establish connections that might lead to a job.

Please note:

Some organizations require indemnification or hold harmless agreements as a condition of participating in an internship program. Subject to review of the precise language in each instance, the University will generally agree to be responsible for its own negligence only. The University will not agree to indemnify other parties for actions for which it is not responsible. Should you as a student and/or your parents be asked to sign such a document we recommend that you seek legal advice about the possible legal consequences of indemnification and hold harmless agreements.

WHEN SHOULD I START AN INTERNSHIP?

Get started early!

It is never too early to get started building your credentials! Internships are valuable experiences for all students because of the exposure that they get to the world of work. Students may intern many times throughout their academic career. The Career Center recommends that student begin interning as early as their freshman year and continue to intern throughout their time at Hofstra. Although many departments do not offer academic credit for internships early in students' academic career, students can gain valuable experience by interning for a salary or not for credit. Interning early on may help students select a major or make important changes in their academic plans. Furthermore, many internship experiences build students' resumes and assist them in transitioning into their first professional job after graduation.

The total process of planning an internship can take several weeks or several months. Planning ahead is important. Follow the time line below when planning your internships.

12 STEPS TO INTERNSHIP SUCCESS!

Step 1: Make an appointment with a career adviser at The Career Center and your academic adviser to find out what internship resources are available on-campus.

Step 2: Decide what you would like from an internship. What kind of responsibilities would you like to have? How would you like to be compensated for the internship? What kind of experience do you hope to gain?

Step 3: Write a resume and cover letter. Have them critiqued by a career adviser during Quick Question hours.

Step 4: Spend time in The Career Center's Library reviewing internship postings. Surf The Career Center's Pride-Career Management System for the most up to date internship announcements. Attend job fairs and company information sessions on-campus and locally to find out about internship opportunities.

Step 5: Begin networking with everyone you know.

Step 6: Start researching specific internship opportunities. Obtain general information about the organization, internship programs, deadlines and contact people.

Step 7: Send out your resume and cover letter.

Step 8: Practice your interviewing skills. Attend an Interview to Impress Workshop at The Career Center. Arrange a videotaped "mock" interview with a career adviser.

Step 9: Interview with employers.

Step 10: Send thank-you letters to employers who gave you the opportunity to interview.

Step 11: Decide on an internship that is best for you.

Step 12: Accept an internship offer.

GOOD LUCK!

SELF-ASSESSMENT

Before writing the resume and cover letter, and before the interview, the first step in your internship search is to assess your values, interests, skills, and accomplishments. It is important that you be able to clearly articulate what is important to you in an internship and therefore, help you choose an employment situation that is right for you. You will need to explain your motivations and sell yourself in your resume and interview as “the one” candidate who is best for the internship. To assist you, try to complete the exercises below and use the resulting information in your job search.

Exercise 1 – List all of the things that are important to you in a job (i.e., monetary rewards, creativity, recognition, helping others, etc.). Recall those aspects that you have expressed or experienced before, and how you felt about them. Think about those tasks that you have not experienced but would consider. Imagine a situation where you encounter those elements. Why are they important to you? What rewards do you derive from them?

Exercise 2 – List what you’ve done: accomplishments at Hofstra, volunteer jobs, courses, community activities, etc. Allow yourself to write anything that comes to mind. Don’t judge right now whether it was significant or not, just put it down. Allow your thoughts to flow freely and evaluate them later.

Exercise 3 - What do you really enjoy doing the most? List those aspects/activities in your courses, volunteer jobs, work experience, hobbies, etc., that you have really felt good about. Why did you like that activity? What have you not done that you think you might consider? What would you like to do on the job?

Exercise 4 – What are your skills? What do you do best? Do not compare your performances to those of anyone else. Use yourself as your only standard (i.e., I encourage people; I explain things thoroughly and with patience).

Now this information can be used in developing a resume, writing a cover letter, and selecting positions that meet your needs!

HOW DO I APPLY FOR AN INTERNSHIP?

Most internships require that a formal application be submitted. This application process usually includes a resume, cover letter, and one or more interviews. The application process for internships can often be highly competitive therefore it is imperative that you have a professional quality resume and cover letter as well as polished interview skills. The following will explain the entire process on applying for an internship.

WRITING A RESUME

Preparing a resume is an opportunity for you to reflect on your achievements and the skills and qualities you can bring to a job. A resume is typically a one-page description of who you are and what skills you can bring to an organization. Its long-range purpose is to get you an internship but its more immediate purpose is to get you an interview. When preparing a resume, it is important to remember that the potential employer will scan it quickly. Therefore, **design your resume so that it highlights those skills that will satisfy the employer's professional needs.**

Your resume is an advertisement about yourself. **You can organize your resume in several ways to tell different stories. You make the choice according to what you need to emphasize or de-emphasize.** There is no one right resume style; a resume should be tailored to meet the needs of the writer. You might choose one of the resume formats noted below:

Chronological Resume

Prospective employers are most familiar with the chronological resume. It's the easiest to read since you list your experiences in reverse chronological order, starting with the most recent job and working backwards. This type of resume illustrates the education and employment record of the individual. (Sample Worksheet available on page 40)

Functional Resume

To highlight your qualifications without emphasizing specific dates, you may use the functional resume. This resume format is useful if you've interrupted your career or want to de-emphasize certain things you feel can be best handled in an interview. This type of resume can demonstrate professional growth or marketable skills. If you are making a career change, you can use it to display those portions of your previous experiences that are applicable to a new job.

Combination Resume

A third option for a resume is the combination format. In this form, you combine the functional and chronological types. Company names and dates are included in a separate section after job functions are listed. This resume should be attractively laid out and succinctly written so that the employer does not lose interest.

HOW DO I START WRITING MY RESUME?

The first step is to take out a blank sheet of paper and brainstorm. Write down all of your jobs, activities, achievements, and special skills (including computer skills). Also, you may include some Hofstra coursework that you have completed that is related to the job you are applying for.

The resume should be *organized, concise, and easy to read*. It is important not to overcrowd your resume and to leave plenty of white space so important points are highlighted. Avoid long paragraphs and use bullets to call attention to important points.

Here are a few resume guidelines:

- ✓ **Basic Identification** - This includes name, school address, permanent address, phone number and e-mail address. Make sure you check that e-mail account frequently and that your screen name is professional. Also be sure to have an appropriate voice mail message.
- ✓ **Education** - Most recent education, any other degrees you have earned, anticipated date of graduation, major and minor, GPA (if over a 3.0), and relevant coursework if applicable.

- ✓ **Experience** - List in chronological order the work, study, campus or community activities that have given you experience related to your career goals. Describe your responsibilities and the position(s) you held. *Remember all experiences have given you skills that are important and transferable to a job.*
- ✓ **Activities**- List any recent on-campus/off-campus extracurricular activities that demonstrate involvement at Hofstra or in your community. Give special attention to any and all leadership roles.
- ✓ **Skills** - Special skills, especially computer and language proficiency skills, are important to potential employers. Also list any special skills you may have that relate to your career field.

Organization and Sequence – Beginning with your name, address, e-mail address and telephone number, organize the information in logical and easy-to-follow categories. Under education and work experience, your most recent degree or job should be listed first.

Here are some ideas for possible resume subject headings:

- OBJECTIVE/PROFILE/SUMMARY OF QUALIFICATIONS
- EDUCATION
- RELEVANT COURSEWORK
- HONORS/AWARDS/ACCOMPLISHMENTS
- PROFESSIONAL/RELATED EXPERIENCE
- ADDITIONAL EMPLOYMENT
- SPECIAL INTERESTS, SKILLS (computer, language, and skills related to your career field)
- ACTIVITIES/VOLUNTEERISM
- PROFESSIONAL MEMBERSHIPS

Length – Typically a resume of a graduating student is one page in length. If you should have multiple pages it is a good idea to place your name and phone number on the top of each page just in case the pages separate. In addition, it is recommended that you staple the pages together as opposed to using paper clips, which are easily lost.

Format – Readability, eye appeal and a total positive impression should be your goals. General spacing, margin adjustment, and separation of the components of your resume will help you achieve this effect. Underline, capitalize, italicize, or bold key headings, job titles, etc. Design your resume so that it can be easily scanned.

Writing Style – Avoid wordiness; be succinct; regardless of the style, be clear. Excessive detail is unnecessary, especially in job descriptions. Focus on accomplishments and skills learned, not just routine duties. Always use action words when starting each phase and quantify when possible. Where appropriate, include jargon that shows the employer that you know the field.

Duplicate Copies – Have your resume duplicated on high quality paper using a high quality printer or copier so that each copy looks as good as the original.

ACTION VERBS THAT CONVEY SKILLS AND ACCOMPLISHMENTS

achieved	considered	experimented	maintained	replaced
acted	consolidated	explained	managed	reported
adapted	constructed	explored	marketed	represented
addressed	consulted	expressed	measured	researched
adjusted	contacted	extinguished	mediated	reserved
administered	contributed	facilitated	monitored	resolved
adopted	controlled	fired	merged	restored
advanced	converted	focused	modeled	retained
advertised	conveyed	forecasted	modified	revamped
advised	cooperated	formulated	monitored	reviewed
aided	coordinated	fortified	motivated	revised
allocated	corrected	founded	negotiated	rewarded
allotted	corresponded	furnished	objectified	rotated
amended	counseled	furthered	observed	sampled
amplified	created	gathered	operated	sang
analyzed	critiqued	generated	ordered	scheduled
applied	danced	governed	organized	screened
appointed	debated	graded	originated	searched
appraised	debugged	grouped	outlined	secured
approved	defined	guided	overhauled	selected
arbitrated	delegated	harmonized	painted	served
arranged	delivered	headed	participated	settled
articulated	demonstrated	helped	performed	set up
assembled	described	hire	persuaded	shaped
assessed	designed	hosted/hostessed	photographed	solicited
assigned	detected	identified	planned	solved
assisted	determined	implemented	played	specialized
assumed	developed	improved	practiced	specified
attained	devised	incorporated	predicted	staffed
attended	diagnosed	increased	prepared	standardized
audited	diagrammed	individualized	presented	streamlined
authorized	directed	informed	presided	studied
balanced	disciplined	initiated	prevented	submitted
bargained	discussed	innovated	produced	suggested
budgeted	displayed	inspected	programmed	summarized
built	distributed	installed	projected	supervised
calculated	drew	instilled	promoted	supplied
catalogued	edited	instituted	proposed	supported
chaired	elected	instructed	provided	surpassed
clarified	elicited	insured	publicized	surveyed
classified	eliminated	integrated	purchased	taught
coached	emphasized	interacted	raised	terminated
collaborated	encouraged	interpreted	received	tested
combined	enforced	intervened	reconciled	trained
commended	enlarged	interviewed	recorded	transferred
communicated	ensured	introduce	recruited	translated
compared	entertained	invented	rectified	transmitted
compiled	established	investigated	reduced	traveled
completed	estimated	invited	referred	treated
composed	evaluated	involved	registered	tutored
computed	examined	joined	regulated	updated
condensed	exceeded	judged	rehabilitated	visited
conducted	executed	lectured	reinforced	won
conferred	expanded	led	related	wrote
conserved	expedited	located		

Ryan W. Walker

Current Address:

Permanent Address:

OBJECTIVE

To obtain a summer internship in the Investment Banking Department at Bear Sterns

EDUCATION

Hofstra University- Frank G. Zarb School of Business, Hempstead, NY

Bachelor of Business Administration, expected May 2008

Major: Finance

Overall G.P.A.: 3.89

Relevant Courses:

Fundamentals of Corporate Finance ▪ Commercial Bank Management ▪ Real Estate Finance
Principles of International Finance ▪ Financial Accounting ▪ Managerial Accounting

HONORS AND ACCOMPLISHMENTS

- Dean's List- Four Semesters
- Beta Gamma Sigma National Honor Society for Business
- Phi Eta Sigma National Honor Society

LEADERSHIP/CUSTOMER SERVICE EXPERIENCE

Hofstra University, Hempstead, NY

Resident Assistant 8/05-Present

- Assessed and responded to the needs of fifty-four residents for four semesters
- Created, planned, and implemented educational, social, and recreational programs
- Managed various administrative duties including policy enforcement, billing surveys, quality of life surveys, maintenance requests, incident reports, room condition reports, and duty logs

Boulder Creek Steakhouse, Hicksville, NY

Waiter 3/04-Present

Worked as part of a team to provide great customer service in high paced work environment.

- Take customer orders, serve and prepare food, and open and close store
- Handled various tasks simultaneously, multi-tasking a must

CAMPUS AND COMMUNITY ACHIEVEMENTS

Hofstra University Men's Rugby Club, Hempstead, NY

Treasurer 9/06-Present

- Manage all expenditures and record keeping
- Solely responsible for developing proposal for annual \$9,000 budget

SKILLS

- Intermediate Spanish
- Proficient in Microsoft Windows, Word, Excel, PowerPoint, HTML, and the Internet

Elizabeth Ann Young

OBJECTIVE: To obtain an internship in marketing

EDUCATION: **HOFSTRA UNIVERSITY, Hempstead, NY**
Bachelor of Arts, May 2008
Major: **Speech Communications and Rhetorical Studies** Minor: **Marketing**
Marketing Projects:

- Developed and presented a marketing campaign for Bank of America Investment Services
- Built a crises management/public relations plan for Mt. Sinai Hospital in NY

HONORS AND AWARDS:

- Hofstra University Leadership Award (April '06)
- Dean's List (Fall '05, Spring '06, Fall '06)
- Student Government Senator of the Year (April '07)

CAMPUS LEADERSHIP:

President of the Interfraternity/Sorority Council (IFSC)

- Collaborated with student body to create a unified method to support a common philanthropy and initiated the first Hofstra University Benefit Show (September 11th benefit)
- Negotiated with Hofstra administration for improvements in student life
- Helped plan and publicize University blood drives

Vice President of Sigma Delta Tau Sorority

- Chaired all general positions and counseled members to fulfill their duties
- Presided over weekly meetings to communicate updated reports of various chairs in order to maintain and/or increase members involvement

Student Government Senator

- Assisted in the planning of social, fundraising, sporting, and community service activities
- Administered policies regarding student services on campus and addressed student issues

WORK EXPERIENCE:

HOFSTRA UNIVERSITY STUDENT ACTIVITIES *Hempstead, NY*
Undergraduate Assistant *Sept. 06-present*

- Planned and organized University events
- Created and updated student activity calendar
- Provided general support to campus administrators

COMPUTER SKILLS:

Internet Navigation, MS Excel, Word and PowerPoint

Jason Rivers

88 Bay Lane ♦♦ Holtsville, NY 15501 ♦♦ (516) 999-6222 ♦♦ JamesRodgers1@hotmail.com

Education:

Hofstra University Hempstead, NY
Frank G. Zarb School of Business, Expected Graduation: May 2008
Major: **Management**
G.P.A. 3.8

Nassau Community College Garden City, NY
Major: **Business Administration**
Earned 37 credits, 2004-2006
G.P.A. 3.7

Honors and Awards:

- ✓ Hofstra Academic Honors Scholarship
- ✓ Frank Zarb School of Business Scholarship
- ✓ Key National Honor Society
- ✓ Dean's List (every semester)

Business Experience:

K&K Tuxedos Holtsville, NY
Assistant Manager January 1999-Present

- ✓ Achieved head sales associate title in retail and sales for four consecutive years.
- ✓ Managed the scheduling, hiring, and training of sales staff.
- ✓ Contributed in the purchasing and pricing of new product lines.
- ✓ Organized wedding and bridal shows to develop new business.

The Gap, Inc. Huntington Station, NY
Sales Manager May 1997 – January 1999

- ✓ Engaged in financial transactions and performed cash management functions with over \$7,000 daily sales.
- ✓ Promoted sales by providing assistance to customers and maintaining merchandise Displays.
- ✓ Trained over twenty new employees.

Computer Skills:

MS Office XP: Word, Excel, PowerPoint, Access, Internet Explorer

Activities:

- ✓ National Marketing Association Member
- ✓ Boy Scouts of America Leader/Mentor
- ✓ Habitat for Humanity summer volunteer

MADISON RAIMONDE

**13 Longwell Road
Miller Place, NY 51122**

EDUCATION:

Hofstra University, Hempstead, NY
Bachelor of Arts in Video/Television, May 2009
Minor: Italian

HONORS AND ACTIVITIES:

- National Broadcast Society (NBS), Fall 2005 and Spring 2007
- Association for Women in Communications (AWC), Spring 2006
- Cultural Italian-American Organization (CIAO), Fall 2004 and Spring 2006

PRODUCTION & TECHNOLCAL SKILLS:

- Proficient in non-linear editing systems (Avid Xpress Pro, Avid Newscutter, Avid Xpress DV) and desktop graphics (Adobe Photoshop CS and Adobe AfterEffects 6.5)
- Proficient with Ikegami HK-323 and Ikegami HK-388W studio cameras, DVC PRO ENG/EFP camcorders, Grass Valley Group 1680-16F video switcher, waveform monitors and vectorscopes
- Microsoft Office: Word, Excel, PowerPoint, and Access

ACADEMIC PRODUCTIONS:

Hofstra University, Hempstead, NY

"News & Views"

Spring 2006

- Directed weekly 30 minute program taped live and broadcast to over 8,000 students
- Revitalized show by designing graphics using Adobe Photoshop CS
- Researched and pitched story ideas on all topics ranging from crime to entertainment

"GameTime"

Fall 2005

- Conceptualized, designed and directed live 30 minute program
- Gathered all appropriate music and sound effects
- Delegated tasks to crew of 25 students to increase efficiency and save time in hectic environment

COMMUNICATION COURSEWORK:

Producer, Director, Editor and Videographer

Fall 2006-Present

- Produced, edited and shot video for 15 minute dance program of largest on-campus organization
- Rotated through all positions pertinent to news broadcasting with team of 14 students
- Created and developed children's program on sign language

OTHER WORK EXPERIENCE:

William Meyers DDS, Garden City, NY

Assistant Manager

September 2004-Present

- Handle insurance and financial needs by means of patient consultation
- Assist in creating PowerPoint presentations regarding dental implants

LANGUAGE SKILLS:

- Fluent in Italian

M a t t h e w D e n n i s o n

232 Colonial Square ●●● Hofstra University Hempstead, NY 11549 ●●● (516) 757-3000
RyanDennison90@msn.com

Objective: To obtain an internship in Information Systems

Education:
Hofstra University, Hempstead, NY
Frank G. Zarb School of Business
Bachelor of Science, expected December 2008
Major: Computer Science

Computer Knowledge:

- Proficient in hardware assembly and repairs of computers
- Window's XP, 2000, 98, 95
- Skillful in Microsoft Office programs: Excel, Word, Access, PowerPoint
- Basic knowledge of designing database design for businesses
- Knowledge of programming such as: JAVA, C++, Visual Basic, HTML
- Proficient in Web Design, HTML, Dreamweaver

IT Work Experience:

Hofstra University Computer Center-Hempstead, NY 5/06-Present
Technical Consultant

- Install and set up hardware including sound cards, modems, video cards, CD-ROMS, and hard drives
- Diagnose and fix PC problems including virus damages, file system damage, and hardware problems

Project Connect-East Meadow, NY Summer 2004
IT Administrator

- Assisted in connecting New York's public schools main servers to the internet
- Helped plan estimate cost of various materials
- Designed and implemented hardware for network installation

Other Work Experience:

Hofstra University Public Safety-Hempstead, New York 09/05 to present
Resident Safety Supervisor

- Provide safety to residents by monitoring the identification of all visitors

Hofstra University Baseball-Hempstead, NY 9/05-present
Student Administrator Assistant

- Assisted Head Coach with monitoring of database entries, recruit mailings, filing, and on field needs

Hofstra University Sports Facilities-Hempstead, NY 5/05- 4/06
Student Event Aide

- Helped with the set-up and coordination of athletic events
- Assisted with printing and distribution of pre-sale tickets

Extracurricular Activities:

- Vice President of Tau Epsilon Phi Fraternity
- University Club Roller Hockey Team
- Resident Hall Council

EMMA LYNN LANCE

9 Garden View Ave. ■ Freeport, NY 19990 ■ (516) 333-2221 ■ elance5@pride.hofstra.edu

EDUCATION:

Hofstra University, Hempstead, NY
 Bachelor of Arts, Expected December 2009
 Majors: Psychology and Judaic Studies Minor: Philosophy
 GPA: 3.7

AWARDS & HONORS:

Dean's List, every semester

- Phi Eta Sigma – Freshman Honor Society
- Psi Chi – Psychology Honor Society

LEADERSHIP SKILLS:

Hofstra University, Social Chair of the Hillel President May 2007-Present

- Organized an agenda and ran meetings consisting of eight members of a student leadership council
- Planned monthly social programs including AIDS education, a semi-formal dance, intramural sports teams, and trivia nights
- Acted as a representative to the Student Government Association for Hillel
- Served as an intermediate between the Student Activities office and Hillel

Hofstra University, Student Judicial Board Sergeant at Arms Spring 2006-Present

- Led board of peers, which facilitated issues regarding student's conduct and university infractions
- Administered hearings, interpreted university policy, and oversaw a board of eight student Justices
- Served as an intermediary between the Dean of Students Office and the Student Judicial Board

ACTIVITIES:

- Netherlands Residence Hall Council
- University Tutorial Program

RELATED EXPERIENCE:

Camp Ramah Counselor Palmer, MA
Summer 2000-2003

- Worked with sixteen-year-old campers in a Counselor in Training unit, which revolved around
- leadership training, Jewish education, and counselor responsibilities
- Taught various age groups in religious subject areas

SKILLS:

- Proficient in French
- Microsoft Word, Excel, PowerPoint, and Access
- Basic HTML and Dream weaver
- Intermediate Sign Language
- CPR Certified

Andrew Michael Power

238-32 11th Avenue Seaford, NY 11003

Objective:

To obtain an internship in the field of Accounting

Education:

Hofstra University Hempstead, NY
Frank G. Zarb School of Business
Bachelor of Business Administration, expected December 2007
Major: Accounting
G.P.A: Overall 3.3, Major: 3.5

Nassau Community College Garden City, NY
Associate in Science, December 2004
Major: Accounting
Cum Laude Graduate
G.P.A 3.8

Honors and Awards:

- Fleet Bank; Fraud Buster Award, 2006
- Hofstra University Honors College Scholarship, 2005-present
- Fleet Bank Performance Award in Sales and Operation, 2004
- Honor's Student, Nassau Community College, 2002-2004
- Dean's List, Nassau Community, every semester, 2002-2004

Accounting Experience:

VITA Amityville, NY
Volunteer Spring 2006

- Prepared 2004 Federal and State Tax Returns of clients
- Answered various tax related questions

Work Experience:

Fleet Bank Elmont, NY
Teller 8/05-present

- Maintenance ATM machines
- Provide customer service to high volume of customers

Warren Meade Realty Queens, NY
Receptionist 1/04-02/05

- Operated a multi-line telephone service
- Scheduled client appointments and provided follow-up
- Maintained an extensive filing system

Computer Skills:

Microsoft Word, Excel, Access, and Internet Navigation

Vania LaVoie

Objective

- To obtain a summer position at The New York Times

Education

Hofstra University, Hempstead NY

Bachelor of Arts in **Journalism**

Anticipated date of graduation, May 2010

Overall GPA 3.7

Academic Achievements & Leadership Roles

- Senior Class Secretary 2007
- National Student Leadership Conference 2007

Activities and Affiliations

Imani Dance Ensemble, Hofstra University, Hempstead NY

Public Relations Officer 2007

- Created flyers and advertised performances and programs
- Planned and organized events to promote arts awareness

National Association of Black Journalists, Member 2007

Eureka, Lifestyles Editor 2006

- Created & designed newspaper spreads for entire school community
- Gained experience working with Adobe Photoshop

Staff Writer 2005-2006

- Completed print articles published for the mass school community

Kaleidoscope: Diversity Club, Member 2005-2006

Political Action Club, Member 2005

Black Women's Society, Member 2002-2006

Publications

Eureka– Columbia University Award Winning High School Newspaper 2004-2006

Anthology of Poetry by Young Americans, *Lovely Cycles*. 2003

Work Experience

The Gap, Waldorf MD

Sales Associate 2006-2007

- Assisted with asset protection and implemented loss prevention techniques
- Aided customers with purchase decisions
- Achieved daily and weekly sales goals

M.A.C Boutique, Fort Washington MD

Sales Associate 2005-2006

- Performed opening/closing protocols
- Handled all cash and credit transactions
- Provided high levels of customer service

Alexander B. Black
1440 Estabrook Hall
300 Hofstra University
Hempstead, NY 11549-3000
24

Education:

Hofstra University
Bachelor of Arts in Public Relations, expected May 2009
Minor: Speech Rhetoric Studies
Cumulative GPA: 3.7

Relevant Experience:

Don Pablo's Restaurant, Uniondale, NY

Hostess *Summer 2006*

- Assisted with management of front end by handling seating chart and placement of customers
- Greeted customers and provided choice seating and handled table set up for large parties
- Provided high levels of customer service in a fast paced environment
- Relayed complaints and concerns of customers to management
- Managed waiting list

Hyatt Regency Hotel, New York, NY

Hotel Management *January 2004-March 2005*

- Worked with managers in each department; housekeeping, banquet, restaurant, accounting and front desk.
- Observed manager and customer relations and developed an understanding of management

Stop & Shop, Hempstead, NY

Customer Service and Front End Coordinator *February 2002-October 2004*

- Managed team of 15 cashiers and customer service assistants
- Handled customer complaints and concerns
- Managed returns/damages/exchanges
- Provided coverage for sick /disabled employees during daily shifts
- Controlled payroll service checks for Stop & Shop's customers
- Handled lottery ticket purchases

Other Work Experience:

District Attorney's Office, Mineola, NY

Internship *September 2004-January 2005*

- Observed trials and hearings
- Filed/pulled dockets for DA's before court
- Prepared copies of subpoenas and police reports

Campus Leadership:

Hofstra University African People's Organization, Hempstead NY

Coordinator of Events,

- Coordinate room reservations including room set up and audio visual needs for all events
- Assist in preparing for annual Formal seating 400 plus attendees
- Manage preparations for annual Kwanza dinner for over 200 invited guests
- Collaborate with other organizations in planning and hosting on-campus events

Computer Skills:

- MS Office XP: Word, Excel, PowerPoint, Internet Explorer, Notepad++

LETTERS AND THE INTERNSHIP SEARCH

As you go through the internship application process you will write many letters. For each internship opportunity that you apply for you will be required to submit a personalized cover letter with a resume. After each interview it will also be

essential that you send a thank-you letter to the person(s) that interviewed you. The following will guide you through writing professional letters:

THE COVER LETTER

A cover letter is a personal introductory letter to the employer explaining why it is that you are writing to him/her. A cover letter should be used whenever you send an employer your resume. The letter is meant to introduce you to the employer, explain why you are sending the resume or completed application, and to communicate interest in the position and the organization.

A cover letter offers you the opportunity to build on your resume by expanding on past experiences that may be related to the internship. If written well, a cover letter can be a unique reflection of your personality. The cover letter should be in a standard business letter format and should be neatly typed on good paper that matches the style and format of your resume. As with the resume, the cover letter should be carefully proofread and edited. The letter should include the following information:

- ✓ Your address
- ✓ The employer's name, title, and address
- ✓ The date
- ✓ A paragraph stating your purpose in writing the letter and your interest in the internship
- ✓ A paragraph highlighting your related experience and qualifications for the internship
- ✓ A follow-up paragraph on your plan of action and how and when you can be reached for an interview

***See a general model for a cover letter on the next page.**

Please note that not all letters that you send out will receive a response. Always follow up your correspondence with a phone call. It is advised that you call to confirm the receipt of your resume and arrange an interview. Always be polite and professional.

GENERAL MODEL FOR A COVER LETTER

Your Street
Town, State Zip Code
Date of Writing

Name, Title
Name of Institution
Street
Town, State Zip Code

Dear Mr. (Ms.) _____:

(If you do not know whom you are writing to it is suggested that you write “Dear Sir or Madam.”)

The purpose is to establish contact with the organization. Explain why you are writing. If applying for a specific job, refer to the job title. If you are inquiring if there is a position available, refer to the title or job area you are inquiring about. Tell how or where you heard of the opening (advertisement, The Career Center, or give the name of the person). Refer the employer to your enclosed resume and/or application.

Note and explain your specific skills and qualifications as they pertain to the organization’s needs and/or activities. Support these statements by providing examples of one or two key accomplishments (i.e., something you did on the job, an internship, volunteer activity, etc.). Highlight your resume. Do not duplicate your resume. Indicate that you are willing to provide further information.

Your closing paragraph should convey your desire for an interview. You may continue in one of two ways. “I am available at your convenience for an interview” or “I will call your office on day, month, date to discuss a possible interview. Be sure to thank the employer for their time and consideration.

Sincerely,

(Signature)

Your name (typed)

Enclosure

COVER LETTER EXAMPLE #1

123 Dutch Way
Holland City, NY 12345
November 1, 2005

Ms. Katie Lehman
XYZ Studios
890 Success Place
New York, NY 55555

Dear Ms. Lehman:

It is with great pleasure that I am applying for the position of Production Assistant Intern in the TV Production Department, which was advertised in The Hofstra University Career Center Library. Currently, I am a student at Hofstra University where I will receive a Bachelor of Arts Degree in Television Production in May 2007.

The position of Intern requires an interest in and knowledge of writing, producing, directing, and editing for television. With a major in television production, I have training in all of these areas. As a Producer at Hofstra's television station (H-TV), I was able to produce, direct, and edit several informative pieces for a series on H-TV called "For Your Island." This practical experience in television production gave me exposure to the complexities of producing for television. I am eager to gain more experience and knowledge about the field by interning at your organization. From what I have learned about XYZ Studios, I know that any future relationship between us would be mutually beneficial.

Professionalism, quality, and passion for television production are three of my outstanding qualities. I flourish under pressure always meeting and accepting any challenge posed to me. Having an easygoing nature has served me well when dealing with both clients and co-workers. Possessing a well-rounded technical background in addition to excellent interpersonal communication skills would make me an asset to your company. I am confident that my skills in television and production will allow me to perform the job as Production Assistant Intern effectively. My background and educational goals seem to match your internship requirements well.

I would be interested in meeting with you to learn more about this exciting opportunity. I am available at your convenience for an interview and references can be provided at your request. Please feel free to contact me at (516) 555-5555 or e-mail me at hup@hofstra.edu to arrange an interview. I look forward to meeting with you in the near future. Thank you for your consideration.

Sincerely yours,

(signature here)

Pat A. Adams

Enclosure

COVER LETTER EXAMPLE #2

13 River Road
Islip, NY 34322
September 15, 2005

Ms. Concetta Tetro
USA TODAY
99 Seaview Boulevard
Port Washington, NY 11050

Dear Ms. Tetro:

I am applying for the position of Marketing Intern, which was advertised in the Hofstra Career Center Library. Currently I am a student at Hofstra University where I will receive a Bachelor of Business Administration Degree in December 2007.

Currently, I serve as a staff writer for The Chronicle, the Hofstra University student newspaper. My position there has allowed me to demonstrate that I can work well both independently and as a team member. It has also given me the opportunity to develop my writing and organizational skills.

I am also a very creative and innovative individual. I have the strong interpersonal and communication skills that would be necessary to create an awareness program and promote USA TODAY's Readership program. For the past four years, I have utilized these communication skills while working as a server at Fridays Restaurant. I provided excellent customer service and demonstrated my ability to handle multiple tasks in a fast paced environment while maintaining a high degree of professionalism.

My background and educational goals seem to correspond well with your internship requirements. I have taken marketing classes such as Principals of Marketing and Principals of Advertising. These classes introduced me to ideas about consumer behavior, product planning, publicity, distribution, and advertising strategies. The internship at USA TODAY would further enhance my understanding of these concepts. Currently I hold a 3.2 GPA and am proficient in Microsoft Office Suite. I am also quite internet savvy.

I would be interested in meeting with you to learn more about this exciting opportunity. I am available at your convenience for an interview and references can be provided upon your request. Please feel free to contact me at (516) 555-5555 or e-mail me at KRISTENDOWNS1@hotmail.com to arrange an interview. I look forward to meeting with you. Thank you for your consideration.

Sincerely,

(signature here)

Kristen Downs

Enclosure

COVER LETTER EXAMPLE #3

Jason Sellers

Colonial Square East Rm. 1011 S.
380 Hofstra University
Hempstead, NY 11549
(516) 555-5555

September 1, 2005

Ms. Lisa Williams
Marcum & Kleigman
655 Third Avenue 16th Floor
New York, NY 10017

Dear Ms. Williams:

Please accept this letter and my enclosed resume as application for the Human Resources Intern position which was advertised through the Hofstra University Career Center. Currently I am a student at Hofstra University where I will receive a Bachelor of Arts Degree in Psychology in May 2008.

Interning at Marcum and Kliegman would allow me to gain great insight into what it is like to work in Human Resources today. It would also be a great opportunity to gain professional experience. I would like to learn more about how psychological principals can be applied in an organizational setting. At Hofstra, I have taken classes in statistics and industrial organizational psychology where I learned about research design, worker motivation, and organization development. This internship would allow me to apply this knowledge to maintaining employee performance evaluations, benefits administration, and various other human resource projects.

I am a highly motivated individual with strong communication and organizational skills. While working at Starbucks Coffee for the past three years, I learned the importance of providing excellent customer service. I also learned the importance of working well as a team member. In addition to retail, I also have office/administrative experience that I believe would be useful for the internship. I substituted as an administrative assistant for EKY Associates in Westfield, NJ in January of 2003. At EKY, I utilized my excellent data entry and Word/Excel Skills.

My background and educational goals correspond well with your internship requirements. I look forward to meeting you so I can learn more about this exciting opportunity. I am available at your convenience for an interview and references can be provided upon request. Please feel free to contact me at (516) 555-5555 or e-mail me at jsellers5@hofstra.edu to arrange an interview. I look forward to meeting with you. Thank you for your consideration.

Sincerely,

(signature here)

Jason Sellers

Enclosure

FOLLOW UP/THANK-YOU LETTER

It is essential that you express a continuing interest in the internship. You may choose to write a letter to confirm an interview or an understanding of a conversation you had with an internship employer. However, after you have an interview you must send a thank-you letter **24-48 hours** after the interview. This is NOT a thank-you card and is NOT handwritten. The letter must be in business format and typed. The letter should be brief, thanking the interviewer for meeting with you and expressing your commitment to the internship. The thank-you letter should include:

- ✓ Your address
- ✓ The employer's name, title and address
- ✓ The date
- ✓ A short paragraph thanking the employer for meeting with you
- ✓ A short paragraph highlighting what about the internship was interesting to you and your qualifications for the internship
- ✓ A closing paragraph reiterating your interest and how and when you can be contacted
- ✓ It is sometimes appropriate to send a thank-you via e-mail in lieu of a thank-you letter if the employer has invited you to contact him/her via e-mail.

***See the next page for a general model of a follow-up/thank-you letter.**

If the internship application process is time sensitive, it may be appropriate to send a thank-you letter via e-mail as it is the fastest way to reach an employer. In order to send an e-mail letter, you must ask the employer's permission to contact him/her via e-mail. Be sure to keep your e-mail thank you letter professional!

GENERAL MODEL FOR FOLLOW-UP/THANK-YOU LETTER

Your Street
Town, State Zip Code
Date

Name, Title
Name of Institution
Street
Town, State Zip Code

Dear Mr. (Ms.) _____:

Remind the interviewer of the position for which you were interviewed, as well as the date and place of the interview. Express your appreciation.

Confirm your interest in the opening and in the organization. Highlight your qualifications for the position. If you have done anything since the interview, that further demonstrates your interest in the position, such as further research, it should be mentioned here.

Include any information not previously presented to supplement your resume, application letter, and the interview. You may also want to mention something special from the interview or a common interest not related to the position that was discovered during your meeting.

If appropriate, close with a suggestion for further action, such as a desire to have another conversation.

Sincerely/Yours truly,

(signature)

Your name (typed)

NOTE: Although thank-you letters are sent to individuals (not addressed to a group), The Career Center does recommend sending letters to everyone who is directly involved in the interview and to no more than one or two others who were particularly helpful.

SAMPLE THANK YOU LETTER

Susie Stone

Bill of Rights Rm. 140 S.
380 Hofstra University
Hempstead, NY 11549
516.525.5555

November 19, 2005

Ms. Cristina T. Downs
Ortho-McNeil Pharmaceutical, Inc.
1000 Route 202, PO Box 300
Raritan, NJ 08869-0602

Dear Ms. Downs:

I appreciated the time you spent with me during our meeting on Thursday, November 18. I would like to take this opportunity to reaffirm my interest in the Sales Representative position at Ortho-McNeil Pharmaceuticals, Inc.

I am certain that the Sales Representative position is exactly the type of position I am seeking. Spending the day on the field with Jason Hernandez further reinforced my strong desire and enthusiasm to become a Sales Representative at Ortho-McNeil Pharmaceuticals, Inc. Ortho-McNeil Pharmaceuticals, Inc. appears to be growing in a direction that parallels my own career goals, and I feel that I could learn a lot from an experience at your organization. The interview has confirmed my positive impression of Ortho-McNeil Pharmaceuticals, Inc.

Again, thank you for your consideration. I look forward to hearing from you. If you should require any additional information, please feel free to contact me at (516) 579-7066 or e-mail me at SStone@yahoo.com.

Sincerely yours,

Susie M. Stone

INTERVIEWING FOR AN INTERNSHIP

Most internship employers will require an in-person interview. Employers are looking for many things in an interview. Beyond checking your overall appearance and attitude, they are interested in hearing you speak about yourself. To fully prepare for an interview, a great deal of personal self-assessment is required.

Self-assessment is knowing who you are. Employers need to hear your career/internship objectives, personal strengths, weaknesses, abilities, and what you could contribute to the organization. Answers to these questions can only come from knowing who you are and knowing how to clearly express yourself. It is important to always be positive about yourself and the internship. Never make excuses or apologize for yourself and most importantly, never underestimate the competition.

The interview is also the opportunity for you to ask questions. The interview allows you to gain valuable insights about your career interests and what you will be investing your time and effort into. For that reason, it is best to ask many interesting and appropriate questions about the internship and the organization.

PREPARING FOR THE INTERVIEW

Research the company - Learn as much as you can about the organization. Research on the Internet, research at The Career Center Library, look in professional or trade publications, and ask individuals you might know who work at the organization. Think about possible interview questions and what your answers might be.

Dress for success – Think conservative! Women should wear a skirted suit or pants (depending on the organization), (navy blue, black or gray) and men should wear a suit (navy blue, black, or gray), not a sports jacket, and men’s shirts should be white with a conservative tie. Even if the organization is casual it is best to arrive at an interview dressed for success and then alter the way you dress when you begin interning at an organization.

Ask Questions - Typically, toward the end of the interview, the interviewer will ask you if you have any questions. It is important to prepare meaningful and appropriate questions to ask the interviewer. Asking thoughtful questions shows the interviewer that you are interested in the position and the organization. It is best to prepare a list of at least 10 questions to ask the interviewer so that you will have plenty of questions to choose from if some questions are answered during the course of interview. Your questions should be written down so you can refer to them easily.

POSSIBLE INTERVIEW QUESTIONS YOU MAY BE ASKED

- ✓ Why do you want to intern here?
- ✓ What qualifies you to intern here?
- ✓ What do you hope to learn from interning at our organization?
- ✓ What are your strengths?
- ✓ What are some of your weaknesses and how have you worked to improve upon them?
- ✓ How could you contribute to our organization?
- ✓ Be able to talk about your personal qualifications for the internship

Bring a few copies of your resume, but don't give one to the interviewer unless the interviewer asks for it. However, if you have made a change to your resume, hand the interviewer a copy of your updated resume and point out the change. Be sure to bring a nice looking folder or briefcase with you to keep your resumes in.

ADDITIONAL TIPS FOR INTERVIEW SUCCESS!

- ✓ Be a good listener, make good eye contact
- ✓ Give a firm handshake
- ✓ Keep all responses to questions positive
- ✓ Ask for clarification when you are confused
- ✓ Only speak on personal topics if you are asked to
- ✓ Inquire on any follow-up procedures; will they call you, or will you call them?
- ✓ Ask for a business card

**Be aware that you may meet with more than one person. You may spend a good part of the day touring the organization and meeting with people from various departments.*

SOME REASONS WHY CANDIDATES ARE REJECTED

- Inappropriate clothing/dress
- Giving rehearsed, insincere answers
- Poor communication of ideas
- Blaming others for their failure to do well
- Not knowing when to close or stop talking
- Chewing gum during interview
- Overly relaxed/informal attitude
- Answers that are defensive or aggressive
- Dangling earrings/long brightly painted fingernails/body piercing
- Bragging/flaunting yourself
- No enthusiasm/lack of passion
- Negative body language
- Pretending that you know the answer, when you don't
- Poor grammar
- Being unprepared
- No questions for the interviewer/panel
- Apparent inflexibility
- Lack of self-confidence
- Tardiness
- Poorly defined career goals
- More interested in money than the job
- Those who make a point of what they won't do
- Not sticking to the subject
- Candidate's skill/experience do not match job
- Being political or contacting a member of the interview committee away from the interview

(Source: Inside Secrets of Finding a Teaching Job, Jack Warner and Clyde Bryan with Diane Warner, 1997)

AFTER THE INTERVIEW

Self-Assessment

You need time to think about all you have heard. For each interview record details about the position and the employer. Review and evaluate your interviewing techniques, identifying areas that need improvement and areas that you think were dealt with effectively, which you can repeat. See the Interview Assessment Sheet on the next page for a guide to self-evaluation.

Thank-you Letter

After the interview, send a thank-you letter to the interviewer (in the case of a panel send a letter to the coordinator of the interview or any "key" people on the panel) to thank him or her for spending time with you. This is an opportunity to reiterate your interest in the job and to remind the administrator of who you are. This letter should be sent within **24 to 48** hours after the interview. If given permission by the employer to use his or her e-mail, a thank-you letter sent via e-mail is acceptable. See page 22 for a sample Thank-you Letter.

INTERNSHIP OFFERS

If you are not interested in the internship but are made an offer, express your refusal (over the phone, in most cases) without sounding too negative. Again, a brief thank-you letter to the interviewer after a verbal refusal, which thanks them for their time and the offer, is appropriate.

If you receive an offer and are willing to accept, do not delay. Call the employer promptly with your decision and find out exactly when, where, and to whom you should report for your first day. Follow with a letter expressing your enthusiasm and eagerness to join the organization.

INTERVIEW ASSESSMENT WORKSHEET

Assessing your interview immediately or soon after the completion of the interview will help strengthen your interviewing skills. This worksheet will help you organize your thoughts about your interview experience.

Name of Employer _____ **Interview Date** _____

What went well? _____

What would you strengthen? _____

How would you strengthen this? _____

What caught you off guard—"stumpers," never before encountered questions?

What did I hope to get out of this interview? _____

Did I accomplish this? _____

What do I want to include in my thank-you letter? _____

What is the next step in the process—when/how will I be contacted, second interviews, follow-up?

YOU'VE GOT THE INTERNSHIP, NOW WHAT?

You have successfully written a professional resume, many cover/thank-you letters and interviewed with multiple employers. You have now secured an internship with an organization that meets your needs. What's next? You must now make the most of your internship experience. Remember that the people that you work with at your internship are future professional references for employment. You must make a good impression.

WHAT SKILLS DO YOU BRING TO AN INTERNSHIP?

Even though you probably lack specific knowledge about an organization, you have many practical skills that could prove beneficial.

What skills do you have?

- ✓ Technical skills
- ✓ Clerical skills
- ✓ Facility with office equipment
- ✓ Communication skills
- ✓ Artistic skills
- ✓ Organizational skills
- ✓ Foreign language skills
- ✓ Positive attitude
- ✓ Good work ethic
- ✓ Ability and eagerness to learn

MAKE THE MOST OF YOUR INTERNSHIP EXPERIENCE

An internship is an opportunity to test career interests without making a permanent commitment. Now is your chance to find out if you see yourself in the field you have chosen. Get involved in as many projects as your internship allows. Sit in on meetings, read everything you can and listen to your co-workers. You are learning so much from your experience! Reflect on what you experience and evaluate if it is right for you. The following should assist you in reflecting on your internship experiences:

KEEP A JOURNAL OR A LOG BOOK

Reflecting on what tasks you are performing and what you are observing in the work environment is helpful in making the internship an educational experience. Furthermore, evaluating the experience in a written format will assist you in determining if you are choosing an appropriate career field for yourself. Many internships for credit require that a written paper be submitted about the internship experience. Keeping a daily or weekly journal will assist you in putting together this paper and accurately reflecting on all your experiences at the internship.

SAMPLE JOURNAL ENTRY

October 15, 2004

The train was experiencing some difficulties this morning, so I was late for work. Luckily, I remembered to call and no one seemed upset.

Working at a public relations firm certainly has its ups and downs. This morning I sat in on a planning meeting for a new business pitch. The firm is trying to get a new client in their consumer division. I was invited to be a part of the brainstorming session for new marketing strategies. This was a very interesting and fun experience. We played some ice-breaking games. The idea behind it seemed to be to get everyone to relax so they could be creative. I was really nervous. I had some good ideas but I was afraid to share them with the group. One of the account executives put me on the spot and

asked me to share with the group. I told them some of my ideas and they are seriously considering one of them. If they decide to go with it, I may be able to attend the new business pitch with the clients. I am very excited!

Later today I was given a list of 100 reporters to call. This is definitely my least favorite part of the job. Many of the reporters act as though I am disrupting their day. I have noticed that many of the entry-level people in the office have the job of calling the reporters. The creative aspect of the job comes more into play as you gain years of experience. I am not sure if I will like spending the first few years of my career calling people and in effect “selling the stories.”

I plan to talk to one of the assistant account executives about what she likes and dislikes about her job. This may help me in determining if this is the right career for me.

KEEP A TASK ANALYSIS LOG

A task analysis log allows you to keep track of your experiences. Recording your work actions will help you determine what parts of the internship you like and what you dislike.

TASK	ANALYSIS
7/18/00- Attended brainstorming session for new product campaign.	I enjoyed attending this meeting. Find that this area of work is creative and fun. Noticed that brainstorming was a team effort.

BUILD A PORTFOLIO

As you gain more and more experience you will hopefully leave your internship with some tangible proof that you were working hard. Maybe you wrote a short article in a newsletter or helped put together a cost proposal. These items should be used to showcase what you learned at your internship and what you are capable of performing on the job. For more information on putting together a portfolio visit The Career Center.

Books on building portfolios are available in The Career Center Library.

HOW ARE INTERNS EVALUATED?

POSITIVE TRAITS

- Asks a lot of questions
- Follows directions well
- Understands that the internship requires some gopher work
- Displays enthusiasm for tasks and the organization
- Actively looks for things to do
- Follows office policies
- Punctual and dependable
- Keeps supervisor informed on all projects
- Socializes appropriately with staff

NEGATIVE TRAITS

- Fails to ask relevant questions
- Follows own agenda
- Objects to routine and gopher work
- Lacks energy and enthusiasm
- Fails to display initiative
- Fails to follow rules and regulations
- Irresponsible
- Fails to keep supervisor informed
- Poor interpersonal skills

FINAL TIPS FOR MAKING THE MOST OF YOUR INTERNSHIP

- ✓ Understand your role as an intern
- ✓ Read and observe everything
- ✓ Communicate with your supervisor
- ✓ Ask for help when you need it
- ✓ Ask for more or different assignments.

OTHER METHODS OF GAINING EXPERIENCE

While The Career Center at Hofstra University stresses the importance of internships in preparing for a profession there are other positive and successful methods of gaining experience.

Some additional methods of gaining experience include:

- ✓ Part-time/Full-time job opportunities
- ✓ Summer Jobs
- ✓ Research assistant positions with Professors
- ✓ Study Abroad
- ✓ Funded summer study
- ✓ Volunteer Opportunities

The Career Center is available to meet with students to discuss any of the above options as well develop other strategies to gain experience.