Internship, research, and shadowing experiences can be found if you proactively personify The Four Ps. Step five addressed postings. This step has you identify contacts, then e-mail cover letters, networking notes, and supporting materials to people, places (of potential employment) or programs on your hit list and in your network. Communicate effectively, about goals and seek consideration for interviews, advice regarding the process, referrals to appropriate individuals, education regarding opportunities, and support of your efforts. Proactive self-initiated undertakings are all about networking. Take first self-initiated steps; then keep communications persistent, yet polite. Attach a resume to initial and follow up e-mails. Clarify steps to take and when to complete these steps.

For internships, research, or program options determine what information is available over the web and whether you can complete an on-line application. Use national and subject-specific online and printed directories as well as postings. For internships as well as research and shadowing experiences, be a cyber sleuth to uncover initial contact names and emails. If necessary, make calls confirming to whom you should send resumes and cover letters and request “more detailed information.” Submit documentation as instructed, often through web systems or emails that don’t reveal contact names, confident that goals will eventually attained after you follow up. Most important, follow your counselors’ suggestions. And, be curious and courteous is okay.

Typical first phone contacts and, most likely voicemail messages might include the following phrases:

Hello. Can I speak with the person in charge of interviewing candidates for NAME FUNCTION internships with your agency/organization/firm/school? I’m a NAME CLASS YEAR at University of Rochester and I am very interested in interning for the NAME FIRM in NAME FUNCTION capacities. Who is the best person to contact and could you provide their email? Thank you.

I would like to interview for a NAME FIELD AND FUNCTION internship with NAME FIRM. Is this a convenient time to talk for a few minutes? Is it more convenient for you to communicate via e-mail? I just want to clarify the steps I should take to be considered for an internship and I would like to fax or e-mail you a copy of my resume and cover letter.

First email contacts, or networking notes, might include:

I was excited to learn that an alumnus (alumna) works for NAME COMPANY. Upon review of the attached resume I trust you determine my candidacy worthy of your consideration, referrals and support. Can we continue to communicate via email, by phone, or, ideally, soon meet? Again, any consideration for an internship, referrals to others in your firm, or general advice would be welcomed. I look forward to your email response to this query, or to a call via the number appearing on the resume.

It is my goal to intern in the field of NAME FIELD. Ideally, you might assist me with my efforts to interview with and intern at NAME FIRM. Upon review of my resume, perhaps you will refer me to someone in your organization I could send a resume and targeted cover letter? Consideration, referrals or advice regarding how to gain an interview with and, ultimately, an internship at NAME FIRM would be welcomed.

Review of your firm’s website inspire my contacting you to seek consideration for a Fall internship or, perhaps better expressed, a project focused experience. When you review the attached resume you will see I possess skills and experiences that are directly related to NAME FIELD, FUNCTION and FIRM efforts. Specifically, during an initial conversation I can focus on INSERT MAJOR courses, including TITLE, TITLE and TITLE and on projects that include DESCRIBE PROJECT and DESCRIBE PROJECT. Please, let’s continue to email and ultimately speak about internships and projects I could complete within your firm during Fall 20XX?

These “excerpts” are not complete communiqués. Refer to www.rochester.edu/careercenter and to the Step Two and Step Four handout for samples. Have all drafts critiqued and approved by a counselor.

To facilitate initial contacts and undertake proactive strategies. . .

- Meet with a counselor to develop field, function and firm focused strategies and identify specific resources to use.
- Visit the Goldberg Career Library to identify and use published and Internet resources including CareerLink, CareerShift, GoingGlobal, Vault.com, Nationwide Internship Consortium (NIC) and many, many more.
- Use links by field on the Internships by Category page www.rochester.edu/careercenter/students/internship/links/.
- Constantly work with a counselor to develop effective self-initiated initial contact and follow up skills.

Gwen M. Greene Career and Internship Center
eUR goal is for you to articulate and attain yoUR goals
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