

SOPHOMORE INTERNSHIP TO DO LIST

- ʻ Learn how to **log on to Handshake** at **handshake.bates.edu**. For directions, visit **www.bates.edu/career** homepage or call BCDC at 207-786-6232.
 - ʻ **Create your Profile on Handshake**. Fill in as much detail as you can – major, industries that interest you, geographic areas that intrigue you. This allows BCDC to let you know about opportunities that might interest you. The more we know about what you are looking for, the more effective assistance we can provide.
- ʻ **Search Handshake Jobs for internships** listed with Bates. For hundreds more internships, search the subscription sites listed in the Handshake Articles page. There you will find the Liberal Arts Career Network (LACN), Spotlight on Careers, Current Jobs for Graduates, Opportunities in Public Affairs and Going Global. You should also visit our Industry and Diversity Resource webpage at: <http://www.bates.edu/career/online-resources/>
- ʻ When you have found some internships of interest, read through the job description to note the skills and competencies required. **Draft a resume** that demonstrates these skills. See the BCDC Resume Guide in the Articles section of Handshake.
- ʻ **Have your resume reviewed** by a career fellow during walk-in hours: Monday - Friday 1-3pm at BCDC or Wednesday & Thursday 7-9 pm outside the Peer Writing Center at Ladd Library or Monday 4-6 at the OIE.
- ʻ In addition to applying for jobs you find online, **talk with professors, Bates alumni, your friends' parents and your parents' friends (ANYONE)** about job opportunities. Search the Bates Alumni Directory to connect with alumni at www.bates.edu/alumni → Resources → Online Directory.
- ʻ Learn all you can about specific industries/occupations **by conducting informational interviews**. Need help getting started? See the BCDC Informational Interviewing Guide in the Articles section of Handshake.
- ʻ Conduct your own mini-career exploration through a **job shadow**. Complete a CDIP (Career Discovery in Practice) by registering next fall, or create your own! These experiences can be included on your resume and demonstrate to employers that you have taken steps to learn about their field.

- ʹ **If you have an unpaid internship**, see if you can negotiate your hours so that you have time for a part-time paid job as well. Or ask if your employer will subsidize your attendance at a conference or other event they sponsor.
- ʹ Increase your network contacts and opportunities available to you by **attending alumni events in your area**, and BCDC events and programs on and off campus.
- ʹ Be sure to read the *BCDC Bulletin weekly*, check the *Handshake Events page* and visit our **Facebook** page.