



# The Basics: Internship/Job Search

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Essential resources for long-term career planning

## The Basics

We welcome visitors to the BCDC year-round, and we look forward to seeing you often!

- Office hours are Monday through Friday, 8am – 4:30pm
- Appointments are available in person, by phone and by skype – Call to schedule a meeting
- Walk in hours with Career Fellows – Check the BCDC website for times and locations. Please note that walk-ins take place only while classes are in session; Walk-in hours are not scheduled during breaks, exam periods or days when classes are cancelled.
- Evening workshops and employer info sessions take place throughout the academic year - Check [Handshake](#) for the official schedule.

## How to Find Us

146 Wood Street | Lewiston, ME | 04240  
207-786-6232 | Fax: 207-786-6126  
[bcdc@bates.edu](mailto:bcdc@bates.edu) | [www.bates.edu/career](http://www.bates.edu/career)

## Self-Assessment

***Take the time to identify your skills, interests and values.***

Starting with self-assessment gives you a better sense of who YOU are, what you're good at, and what's interesting to you. Taking the time to do this first will facilitate the process of identifying career options that fit you best. By identifying your skills, interests, values and personality you will understand how your unique qualities match with potential career paths. You may also learn about occupations that you have not yet considered.

The Bates Career Development Center offers a number of different assessments that can be completed in an online format as well as in a more guided one-on-one counseling session or group format. Among the options is SkillScan Express, the assessment that is required for the Purposeful Work Internship program.

## Research and Explore

***Understanding the industry and company you are applying to is key to your success.***

There are lots of useful tools on our website for researching and exploring careers and companies. Start with the Resource Library in [Handshake](#) to access Spotlight on Careers, Vault and Going Global. Apply to job shadow opportunities through the [Career Discovery in Practice Program](#) (CDIP). Join [LinkedIn](#) and become a member of the *Bates College Alumni & Friends Group* to access alumni profiles and make connections. Ask to do an informational interview with them to gather more information about your intended career path.

The Bates Career Development Center staff can suggest other helpful resources based on your interests.

## Prepare and Apply

***Develop your marketing materials and apply to opportunities.***

Create your Resume, Cover Letter, Complete your LinkedIn profile and participate in a Mock Interview.

Apply to opportunities through the [Purposeful Work Internship Program](#) and other opportunities through [Handshake](#). Research and develop a targeted list of companies through [other websites](#), research and connections. Follow up with networking contacts and companies that you have applied to.

# Four-year Career Development Timeline

The Bates Career Development Center (BCDC) works with students to develop individualized career plans. The timeline below is a framework that will allow you to maximize your career exploration and planning. Do not feel constrained by this yearly format – skip ahead or catch up as needed.

The items **marked in red are requirements** to be eligible for a Bates sponsored or funded internship through the [Purposeful Work Internship Program](#). You can keep track of your progress and find more detail on the steps below by visiting the Purposeful Work Internship Program Course in the Planning section on Handshake.

## Year One

- **Log in to [Handshake](#)**
- Create and review your resume
- **Complete the [SkillScan Express assessment](#)**

## **Highly Recommended**

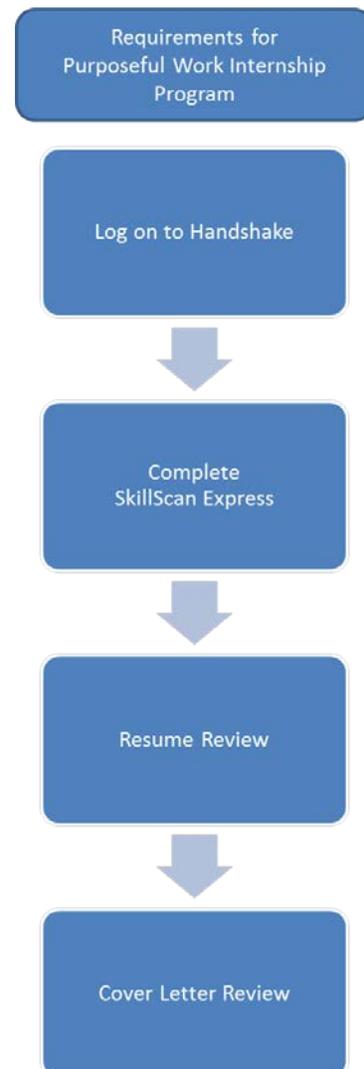
- Apply to a Career Discovery in Practice (CDIP) Job Shadow
- Review [Liberal Arts at Work](#)
- Attend BCDC workshops and events
- Meet with a Career Development Fellow or BCDC Career Counselor

## Year Two

- **Update your career profile in [Handshake](#)**
- **Complete or re-take the [SkillScan Express assessment](#)**
- **Create or review your resume**
- **Write and review a cover letter**
- **Meet with a Career Development Fellow or BCDC Career Counselor**

## **Highly Recommended**

- Review [What Can I do with a Major in...](#)
- Review Spotlight on Careers found in the Resource Library in [Handshake](#)
- Participate in a Career Discovery in Practice (CDIP) Job Shadow
- Conduct an informational interview with a Bates Alum
- Research and apply to internships
- Attend BCDC workshops and events
- Practice a mock interview via InterviewStream



## **Year Three**

- Update your profile in [Handshake](#)
- Complete or re-take the [SkillScan Express assessment](#)
- Review and revise your marketing materials (resume, cover letters etc.)

## **Highly Recommended**

- Review the Making Connections Guide
- Create a LinkedIn profile; join LinkedIn groups for the Bates community
- Conduct informational interviews with Bates alumni
- Meet with a career counselor at BCDC
- Attend BCDC workshops and events
- Research and apply to internships and summer jobs

## **Year Four**

- Create or update your LinkedIn profile
- Review and revise your resume
- Conduct informational interviews with Bates alumni
- Attend on-campus employer information sessions

## **Highly Recommended**

- Update your Career Profile on Handshake
- Attend graduate school workshops
- Apply for fellowships
- Meet with a career counselor at BCDC
- Attend BCDC workshops and events
- Apply for full-time opportunities

## Bates-only Resources and Opportunities

As a Bates student, you have exclusive access to databases, guides and connections that will lead you to hundreds of internship and job opportunities in virtually every industry and field. Log in to [Handshake](#) to access internships, job postings and employer events. Through Handshake you also have access to the **Liberal Arts Career Network (LACN)** with internship and job opportunities nationwide that specifically target liberal arts graduates.

Access exclusive online subscription websites that support in-depth industry research. These can be found in the **Resource Library** on [Handshake](#).

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**SPOTLIGHT on CAREERS**<sup>®</sup>  
the premier career resource for liberal arts students!

The [Spotlight on Careers](#) site was written and developed by BCDC staff in conjunction with members of the Liberal Arts Career Network (LACN). Spotlight on Careers offers an overview on many different careers plus job listings. This site includes industry information for Business, Arts and Communication, Education, Science & Technology, Government, Law and Social Services.

Please refer to the **Resource Library** in [Handshake](#) for login credentials.

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**INTERVIEW STREAM**<sup>®</sup>

Conduct practice interviews by using a webcam and respond to pre-recorded interview questions.

Access through the **Resource Library** in [Handshake](#).

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[Vault's Career Insider](#) is a comprehensive career resource that includes employer profiles, industry overviews and downloadable career guides on many topics.

Access through the **Resource Library** in [Handshake](#) and create your own account and password.



[Going Global](#) is a resource for finding international employment.

Access through the **Resource Library** in [Handshake](#).

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CareerShift allows you to search, select and store job listings from all job boards and all company job postings.

Access through the **Resource Library** in [Handshake](#).

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[Glassdoor](#) provides an inside look at salaries, reviews, and interview questions posted by employees and interview candidates at over 100,000 organizations.

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Use the **BCDC Career Resource Library** at 146 Wood Street that includes hundreds of hard copy industry-specific resources. Stop by and bring your id along to sign out a book for a couple weeks.

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Read the [BCDC Bulletin](#) (*current students are automatically enrolled*) –a newsletter that highlights programs, events, employment opportunities.

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