Summer Jobs and Internships

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

John Quincy Adams
What are you doing this summer?

1. Taking summer school classes?
2. Meeting a military commitment?
3. Training for a Sport?
4. NOTHING!
Why should you care about a summer job or an internship? One day it will make ME want to hire YOU!

“There is a clear relationship between having an internship and having an improved chance of getting a job offer. A significantly higher percentage of students with an internship received a full-time job offer.”
The Summer Job Search - Where should I start?

1. hireLINK
2. Career Fair
3. Searching Online
4. Networking
5. “Walk ins”
1. hireLINK

hireLINK is The Citadel’s online career management tool found in Lesesne Gateway (or on Career Center main page).

- Student tab > Career Center > hireLINK
- Employers post jobs, internships, and search resume database
- Students have access to unlimited tools like Resume Creator, InterviewStream, Internships.com
Job Search

Select applicable criteria and click Search below to search for jobs that match your objectives.

- **Keyword** - the keyword search option will allow you to enter words to be used to search through all available jobs. Keyword will search all default text fields in the job profile. All words entered will be used in the search. Certain words such as and, or, and the will be ignored.

**Keyword:**

**Position Type:**

---

**hiredLINK Jobs (156)**

Internships.com

Indeed Jobs

---

Save Search  |  Email me new Jobs

Viewing records 1 - 40 of 156  Prev  |  1 2 3 4  |  Next

Sort By: **Job ID**  

Ascending  |  Expand All

---

**7 / Financial Services Professional**

New York Life

Job Location (City):  Charleston  

Position Type:  Full-time Entry Level, Full-time Experienced  

Expiration Date:  8/13/2015  

---

**39 / Deputy Sheriff (Patrol)**

Lancaster County Sheriff’s Office

Job Location (City):  

Position Type:  

Expiration Date:  
2. The Citadel Spring Career Fair

The Citadel Spring 2015 Career Fair
Wednesday, February 25th
12:30 - 4:00 pm
The Citadel's Holliday Alumni Center
3. The online job application

- hireLINK
- Linkedin
- Indeed.com
- SimplyHired.com
- USAIntern.com
- StudentJobs.gov
- Idealist.org
- DCInternship.org
- About.com
- Cooljobs.com
I have not heard anything!

The job has been narrowed down to you and 200 other applicants.
Why should you not ONLY look online during your job search?

- 1,000 individuals will view a post
- 200 start the application process
- 100 complete the application
- 75/100 resumes are screened by an Application Tracking System or a recruiter
- 25 resumes will be seen by the hiring manager
- 4 of 6 are invited for an interview
- 1 of 3 get a 2nd interview
- 1 will be offered a job
- 80% of offers are accepted

Source: Why You Can’t Get A Job … Recruiting Explained By the Numbers by Dr. John Sullivan May 20, 2013,
4. Networking

Extended Referrals (1)

Extended Referrals (2)

Extended Referrals (3)

Extended Referrals (4)
Where to find a network?

Family
- Parents/Siblings
- Aunt/Uncles
- Cousins

Friends
- High School Friends
- Citadel Friends

Other Adults
- Neighbors
- Teachers (High School)
- Professors
- Coaches

“Work” People
- Supervisors
- Coworkers
Ask yourself this when preparing:

1. Who am I and what are my interests and skills?

2. What am I currently involved in (on campus or otherwise) that shows I have leadership potential and transferrable skills?

3. What do I want to do in the future?
Perfecting the Elevator Pitch

Common Nonverbal Mistakes

**EYE CONTACT:**
Failure to make or maintain eye contact

**Handshake:**
Too weak of a handshake can signal lack of confidence

**KNOWLEDGE:**
Having little to NO knowledge of the organization

**SMILE:**
Lack of smile or energy

Most common interview question
"TELL ME ABOUT YOURSELF"

Source: InterviewStream Elevator Pitch Guide 2015
"Hi, my name is Elizabeth Jones. I am currently a sophomore at The Citadel. My major is in Health and Exercise Science. I currently am involved in a campus leadership position and our Service Learning Program. I'd like to know more about your internship program and ABC Company."

- They say something here –

Last summer I held a position at Charleston County Parks and Recreation. I’m hoping to find a business internship this summer in the Atlanta area. I have always had an interest in healthcare and I’m also finding that I have a knack for business. In the future I’m hoping to combine these two very different disciplines and find myself a career that includes them both."
The Informational Interview

Making the Request by Email or Phone

Sample format
Dear Mr./Ms. ______,
My name is __. I am a ___ at The Citadel, majoring in ___. I am seeking advice and direction about career options in my major by conducting informational interviews with professionals in the field. Are you available for about 15 minutes either in person or by phone on [date 1 or date 2] at [time 1 or time 2]?
I really appreciate your help and hope to meet with you soon.

Respectfully,

John Smith
Business Administration Senior
The Citadel
email@citadel.edu

Focus on:
1. The INDUSTRY
2. The PROFESSION
3. The INTERVIEWEE
4. YOU COME LAST!

Be respectful of the interviewee’s time. Stick to the time you requested or politely say, “We are already at the time I requested. Is it okay to keep going, or should I reschedule another time?”

Sample Questions
- What challenges face your industry?
- What trends present opportunities?
- How is your organization changing with the economy?
- What do you value about your role?
- What skills are prized in your profession?
- What steps did you take to reach your current position, (education, prior positions, etc.)?
- What ADVICE or DIRECTION can you offer me to make myself competitive in this industry?
5. The old fashioned walk-in

1. Can I help you?

2. Hello, my name is Brian. I am a sophomore at The Citadel. I am interested in a summer job. Are you hiring?

3. No, but you can fill out an application.

4. Are you planning on doing any hiring this summer?

5. Probably

6. Can I stop back by over Spring Break to see if things have changed?

7. Sure
Tips and tools for success
Checklist for Summer Jobs, Internships, and Applications

Prove you are prepared when you apply for a job. It shows you are serious, mature, and responsible.

- Download and fill out applications prior to arriving (these can usually be found on an employer’s website).
- Have a resume and references prepared.
- Develop a networking strategy.
- Be prepared to talk to employers.
- Follow-up and be polite and persistent.
- Show up with identification, Social Security Card, etc.
- Know your dates of availability.
Be patient, polite, and persistent

The formal hiring process averages about 12 weeks (this doesn’t really apply to summer jobs).

Keep track of where you are applying and to whom you are speaking.

Actively talk to people about your job search. Ask them to pass your name along.
Most students will not land the 1st job; this market may require you apply to 15 or 20 places. Do not give up.

1. Keep applying!
2. Each application is practice that you will make you better and polish your approach.
3. The person next to you is going to quit the process soon (or quit the job). You are the next in line.
**How Are Employers Screening Job Applicants?**

**Do you use social networking sites to screen prospective employees?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>91%</td>
<td>9%</td>
</tr>
</tbody>
</table>

**During the hiring process, which social networks do you use to screen candidates?**

- Facebook: 76%
- Twitter: 53%
- LinkedIn: 48%

**During which phase of the hiring process do you look at social networking sites to screen prospective employees?**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>After receiving an application</td>
<td>47%</td>
</tr>
<tr>
<td>After initial conversation</td>
<td>27%</td>
</tr>
<tr>
<td>I don't use those sites to screen</td>
<td>15%</td>
</tr>
<tr>
<td>employees</td>
<td></td>
</tr>
<tr>
<td>Right before making an offer</td>
<td>7%</td>
</tr>
<tr>
<td>After detailed conversations with</td>
<td>4%</td>
</tr>
<tr>
<td>the prospective employee</td>
<td></td>
</tr>
</tbody>
</table>
Everything you put online stays out there somewhere in cyberspace, anyone (like prospective employers) can see it.

* Lock down social media accounts.
* Untag yourself from any questionable photos or potentially offensive comments that may come back to haunt you.
* Don't post things that can be interpreted as: Sexist, Racist, Lewd, or otherwise offensive ANYWHERE or ANYTIME!
* Keep private conversations private. Do not use wall posts or comments to share personal stories, emotions, relationships, etc.
The Citadel Career Center

Physical Location: 573 Huger Street (behind Capers Hall), outside of The Citadel’s side gate.

Where to start?

1. **Use online Resources such as hireLINK & Resume Creator** to research and prepare.
2. **Drop by Resume Blitz** on FRIDAYS - 12:30-2:30 pm, Mark Clark Hall (outside the bookstore). Bring your resume for a quick critique or to ask a quick question.
3. **Drop-in hours** - 1:00-3:00 pm, Mon.-Thurs.
   The Career Center Lab