

UW-Eau Claire Career Services

Internship and Employment Guide



UW-Eau Claire Career Services

The Internship and Employment Guide is a valuable tool in finding job and internship opportunities, crafting tailored resume and cover letter application materials, marketing your skills and abilities to employers, and so much more! Career Services is a resource to students, helping to foster a career plan related to their interests and values. We offer opportunities for students to connect their liberal arts education with future goals. We partner with employers and faculty and provide opportunities to help students realize fulfilling careers.

Career Services Resources and Events:

- ▶ **Career Fairs:** Spring and Fall
- ▶ **Part-time Job Fair:** Fall
- ▶ **Accounting & Finance Fair:** Fall

Career Counseling

Monday-Friday 8 am-4:30pm

Career counselors are here to help you with all your career planning needs! Schedule an in-person or virtual meeting in Handshake.

Find us here:

<https://www.uwec.edu/career-services>

careers@uwec.edu | 715-836-3487

Vicki Lord Larson 2100

Twitter <https://twitter.com/uweccareers>

Instagram [@uwec_career_services](https://www.instagram.com/uwec_career_services)

UW-Eau Claire students have access to a multitude of digital resources:



Handshake

Handshake is the one-stop platform for students to find off-campus and campus employment. This is also where you can schedule an appointment with a career counselor, discover upcoming career fairs and opportunities to connect with employers, submit your First Destination Survey, and more!



GoInGlobal

Interested in working internationally after graduation or are you an international student seeking work in the U.S.? GoInGlobal is a great tool to view job and internship opportunities, discover cultural differences, and learn more about visa requirements.



Big Interview

Have an interview coming up and want to practice interview questions? Big Interview allows you to practice common interview questions virtually, so you can impress employers and succeed in your interview.



Blugolds CAN

The Blugolds CAN (Career Alumni Network) is designed to help students connect with alumni and learn career paths and network professionally.

Four-Year Career Plan

Career planning starts on day one as a Blugold. Follow these steps to have career success at graduation.

YEAR

1

Investigate Options

- Discuss your career goals with a career counselor.
- Work on campus, find a part-time on-campus job using Handshake.
- Explore resources in the Handshake Resource Library.
- Attend career related events.
- Visit Career Services to create your first resume.
- Talk with faculty and actively participate in class.
- Develop study and time management skills.
- Join a student organization on campus.
- Learn about research opportunities.
- Complete a service-learning project.

YEAR

2

Test Drive and Confirm Choice

- Research internship and summer job opportunities with a career counselor.
- Attend career related events.
- Interview and job shadow professionals in the field related to your area of interest.
- Join a professional organization relevant to your career goal.
- Reflect on your values, interests, skills and abilities.
- Participate in volunteer opportunities on campus or within your community.
- Consider the benefits of studying abroad.

YEAR

3

Prepare and Connect with Professionals

- Network with faculty, staff, employers and alumni.
- Participate in an internship experience.
- Complete a mock interview with a career counselor.
- Attend career related events.
- Discuss career plan with a career counselor and professors.
- Develop a list of professional references from faculty, supervisors, and mentors.
- Research typical employers and work environments.
- Begin the graduate school application process and entrance exams, if applicable.
- Continue hands-on experiences through activities, employment, and community involvement.
- Assume leadership roles in your student organizations.

YEAR

4

Implement Job/ Graduate School Search

- Polish your resume and cover letters and have them reviewed by a career counselor.
- Attend career fairs and other career related events.
- Plan your job search strategy or complete graduate school applications.
- Join professional organizations in your field and attend meetings and conferences.
- Participate in a mock interview to gain a competitive edge.
- Use Handshake and LinkedIn to research possible companies, organizations, and employment options.
- Complete the First Destination Survey to inform Career Services about your career plans.

Internship and Job Search Checklist

Use this checklist to get started with the internship and job search.

☐ Research and develop an action plan.

- ▶ Self-assessment:
 - What are you interested in doing?
 - When are you looking for a position?
 - Where (city/state) are you looking for a position?
 - What skills and experiences do you have?
- ▶ Create a timeline. Job and internship application time frames range from 2-9 months, depending on the industry and fields.
- ▶ Set aside time each week to work on applying to positions. Create a spreadsheet to organize your search.

☐ Create application materials and online profiles.

- ▶ Ask professors or past employers to be positive and professional references.
- ▶ Develop a resume and cover letter.
- ▶ Complete your Handshake profile, making it visible to employers.
- ▶ Update your LinkedIn page.
- ▶ Build your network:
 - Inform family and friends of your search.
 - Complete informational interviews:
 - Connect with alumni on Blugolds CAN.
 - Find alumni on LinkedIn.
 - Watch for networking events from Career Services and other campus organizations.

☐ Apply and interview for positions.

- ▶ Apply for positions, utilizing:
 - Handshake.
 - LinkedIn Jobs.
 - Job boards related to field or position.
 - A career counselor to craft a detailed search plan.
- ▶ Interview:
 - Research the organization.
 - Pick out interview attire in advance.
 - Practice interviewing with a mentor and with Big Interview.
 - Schedule a practice interview with a career counselor.
 - Send a thank you email after the interview expressing continued interest in the position.

☐ Evaluate an offer.

- ▶ Accept or decline the job or internship:
 - Consult Career Services for help evaluating a job offer and negotiating terms.
 - Decline other offers or outstanding interviews after you've accepted a position.
 - Update your LinkedIn profile and share this opportunity with your network.

Networking 101

Networking is an important part of the job search process. Networking consists of connecting with professionals in your field of interest and is a strategic piece in developing as a professional and in finding opportunities.

Informational Interviews and Job Shadowing

Informational interviews and job shadowing experiences are helpful tools to learn from professionals in a career and area of interest. They are an essential part of networking. Conduct informational meetings and job shadows to help you better understand the day-to-day work duties, professional successes and challenges, and ways you can use your Blugold degree in the workplace.

Tips

- Establish a goal for each informational interview.
- Identify potential contacts of alumni and professionals to schedule an informational interview with Blugolds CAN, Handshake, and LinkedIn.
- Prepare for the interview by creating questions to ask the interviewee.
- Conduct the interview in-person or virtually and dress appropriately.
- Ask the interviewee for additional contact names in your field of interest to build a network.
- Follow-up with a thank you email or note that expresses your gratitude as well as what you learned from your informational interview.

Dear [contact name],
Thank you for taking time today at the UW-Eau Claire Career Fair to speak with me. It was great to learn more about your company and the work being done there. I intend to apply for the Account Executive position and look forward to hearing from you soon.

Sincerely,
Blu Blugold

Write a Thank You Email or LinkedIn Message:

It serves the purpose of putting your name in front of the employer after the event and reminding the recruiter of your interest in the position and organization.

Career Fair Preparation

Attend career fairs to gather information about careers and organizations, and to meet company representatives.

Before the Fair:

- Research organizations.
- Choose business professional dress.
- Gather materials including your updated resume and padfolio.
- Prepare an elevator pitch: Be ready to tell your story in a concise manner. An elevator pitch is a 30-second summary of you, your experiences and career goals.

BUILD YOUR OWN PITCH:

Introduction: name, year in school, major, etc.

Value Proposition: What kind of field experience, research, and/or work experience do you have?

The Ask: What do you want to learn about through this interaction?

"Hi, my name is Blu Blugold. I am a music major at the University of Wisconsin-Eau Claire and I'll be graduating in May. I completed an internship at Green Kite Records in Milwaukee, and after I graduate, I hope to work as a Production Assistant. I read on your website that your organization is interested in bringing in more young students to perform. Can you tell me more about this initiative?"

The Day of:

Plan Interactions: Take a few minutes to review the map for the fair. If the booth is busy, come back later.

Give Your Elevator Pitch: Give each representative a firm handshake, good eye contact, and be prepared to use your pitch.

Ask Questions: Your research in advance of the fair should help you tailor your questions.

Ask For Contact Information: Request a business card or connect on LinkedIn within 24 hours.

Reflect and Take Notes: After the event, take time to think about your interactions with recruiters, as well as which organizations and positions interest you most.



Career Readiness is a Key Outcome of College

Employers and career services staff agree that college graduates have attributes that help them successfully transition to the workplace. Include career competencies on a resume and in interviews to be an appealing job applicant.

CAREER AND SELF-DEVELOPMENT	Show awareness of own strengths and areas for development. Develop plans and goals for one’s future career.
COMMUNICATION	Communicate in a clear and organized manner. Ask appropriate questions for specific information from supervisors, specialists, and others.
CRITICAL THINKING	Make decisions and solve problems using sound, inclusive reasoning and judgment. Gather and analyze information.
EQUITY & INCLUSION	Actively contribute to inclusive and equitable practices. Seek global cross-cultural interactions and experiences.
LEADERSHIP	Serve as a role model to others by approaching tasks with confidence and a positive attitude. Motivate and inspire others by encouraging them and by building mutual trust.
PROFESSIONALISM	Be present and prepared. Consistently meet or exceed goals and expectations.
TEAMWORK	Exercise the ability to compromise and be agile. Collaborate with others to achieve common goals.
TECHNOLOGY	Navigate change and be open to learning new technologies. Use technology to improve efficiency and productivity of their work.

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Connecting on LinkedIn

LinkedIn is a professional networking platform that allows job seekers to create profiles, post resumes, and connect with employers. With over 750+ million members, you want to create a professional profile.

Profile Suggestions:

- Complete and regularly update your LinkedIn profile.
- Like and comment on your network's updates and posts.
- Add a professional looking headshot that clearly shows your face. IMC Photo provides free headshots for students.
- Proofread for spelling and grammar mistakes.
- Tailor the profile to the position and/or industry during the job search.
- Check direct messages often to communicate with recruiters and employers seeking talent.
- Join UWEC LinkedIn groups and follow employers to learn about openings and Blugold alumni who work there.

Tips for Leaving a Note on LinkedIn:

- **Request a Connection:** Review the profile information and verify that this is an individual you want to connect with. Click "Connect". Select "Add a note".
- **Make it Concise:** LinkedIn has a limit of 300 characters that you can use in your invitation note.
- **Do Your Research:** Look at the individual ahead of time to see what their interests and experiences are to make a more personalized message.
- **Be Professional:** Keep the tone of your message formal, avoiding the use of slang, contractions, or informal greetings such as "hey" or "hi".
- **Proofread:** Make sure your note is free from spelling or grammatical errors to ensure a positive impression.

Dear [contact name],
I am a biology major at UW-Eau Claire.
I noticed that you are an alumnus, and I
would love to connect and hear about
how your undergraduate experiences
at UW-Eau Claire helped you in your
career path.

Sincerely,
Blu Blugold

- ◀ Introduce who you are.
- ◀ Indicate how you found out about them.
- ◀ Identify commonalities.
- ◀ Explain why you want to connect.

Applying for a Job on Handshake

The first place to find a job is on Handshake. Go to uwec.joinhandshake.com to get started.

- Login with your UWEC credentials and click Jobs at the top of the screen. Begin to search for a job by typing in a keyword. Use the filters on the toolbar (location, internship, on-campus). Use All Filters for more options.
- Click the “Save your search” link at the top of your results and “Edit your notifications” to get email, in-app, or push (text) updates when new jobs are posted.
- Review position details and qualifications by selecting the job. NOTE: “Bookmark” a job to review later by clicking the ribbon icon in the posting.
- When you are ready to apply, click the red “Apply” button within the posting and follow the application directions (uploading any required documents such as a resume or other required documents).
- Click “Submit Application”.
- If this position has additional application instructions, you will see a message with further directions and be directed to the appropriate external site in a separate browser.
- After successfully completing your application, click “Finish”.

Application Submission Follow-Up

Within one week after submitting your application, email the employer that you are interested in the position and ask where you are in the application process. By taking the time to express your gratitude, employers will see that you are serious about the position, and it will set you apart from other applicants.

Dear [contact name],

I am excited about the opportunity to work at Innovation Plus, given the company’s creative approach to connecting with its customers.

I applied for the Marketing Specialist position through Handshake on Thursday, September 4, and I would like to inquire about the status of my application.

If you have any additional questions, please do not hesitate to contact me at 111-101-1100 or at blu@uwec.edu. I appreciate your time and consideration and look forward to hearing from you soon.

Sincerely,
Blu Blugold

- 1 Include formal greeting.
- 2 Show interest in the organization and position.
- 3 Indicate the position and application date.
- 4 Include your contact information.
- 5 Thank the employer for their time.
- 6 Include formal closing and your name.

Employment Interview Tips

An employment interview is a conversation between an applicant and an employer. Make a great impression by preparing for a job interview. Many employers ask behavior-based interview questions, often referred to as SAR interview questions. They focus on experiences, knowledge, skills, and abilities that are job-related, based on the belief that past behavior predicts future behavior and performance.

SAR

To answer open-ended questions, the SAR acronym may help to articulate your response in a succinct and detailed manner.

Situation: Describe a specific event or situation, not a generalized description of things in the past. Give enough detail to provide understanding of the situation for the interviewer. This situation can be from a previous job, from a volunteer experience, or any relevant event.

Action: Describe the actions completed to address the situation. Use the word “I”, not “we” when describing actions.

Result: Describe the outcome of actions related to the situation. What happened? What did you accomplish? What did you learn?

Practice Interviewing!

It is important to practice interview questions leading up to the interview to be the most prepared possible. Utilize Career Services’ mock interview opportunities and Big Interview software.

Post-Interview

Following the interview, analyze how the interview went for you. Within 24 hours of the interview, send a thank you email to the people you interviewed with. Make sure to personalize the note and reaffirm your interest in the position.

Sample Interview Questions

Be prepared to answer interview questions. While you cannot predict exactly what questions will be asked during a job interview, you can prepare beforehand with these sample interview questions.

- Tell me about yourself.
- Why do you want to work for this company?
- What are your major strengths? Weaknesses?
- Why should I hire you?
- What are your short-term and long-term goals?

Sample Questions to Ask Employers

Always be prepared to ask a few questions of the employer. This shows interest in the position.

- How does the organization train its new employees?
- What is the timeline after today’s interview?



Resumes and Cover Letters

A well-written, customized resume is an opportunity for you to make a positive first impression in the employment search. To be relevant, your resume should include experience, skills and knowledge that are related to the job opening or your career goal. Always proofread your resume to make sure it is your best work, no typos, grammatical errors, or other mistakes. Write accomplishment statements that tell the story of your experience; start with an action verb and include scope of activities and results. Typically, a resume for an internship or entry-level job is one page in length and in reverse chronological format with the most relevant information listed in sections toward the top.

Refrain from utilizing a template, they are not readable in applicant tracking systems (ATS), are often not customizable and reduce your ability to control the content.

Cover letters accompany a resume and should be tailored for each position. They serve as a writing sample to the reader, and allow you to expand on the accomplishments on your resume. Explain qualifications and skills in relation to the open position as well as how your career goals align with the position and the organization.

For more resume and cover letter tips, as well as samples, check out our Resume and Cover Letter Guide. Then, schedule an appointment with a Career Services staff member to have your resume and cover letter critiqued.

Resume Tips

- Templates can reduce creative control of content and will not be readable in some application systems (ATS).
- Utilize a reverse chronological format where the most relevant information is listed in sections toward the top.
- Keep the document concise, 1-2 pages, using common and readable 10-12 font size.
- Highlight important information with bold, italics, and bullet points.
- Utilize a professional layout with a balance of white space to text.
- Proofread, spell check, and edit the resume.
- Send as a PDF document.
- Professional references should be included in a separate reference page.

Cover Letter Tips

A cover letter accompanies a resume and other application documents. It serves as your first impression to an employer and helps you to set yourself apart from other job seekers.

- Write the cover letter targeted to an industry, company, or job.
- Determine important job requirements from the position description and customize your cover letter to highlight key skills and experiences.
- Do not copy and paste information from the resume; expand on experiences, skills, and accomplishments.
- Do not send the same generic cover letter for all jobs.
- Proofread, spell check, and edit the cover letter.



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