

Thursday, Nov. 18  
2:00 - 4:00 PM

# CLA STUDENT GUIDE VIRTUAL INTERNSHIP FAIR



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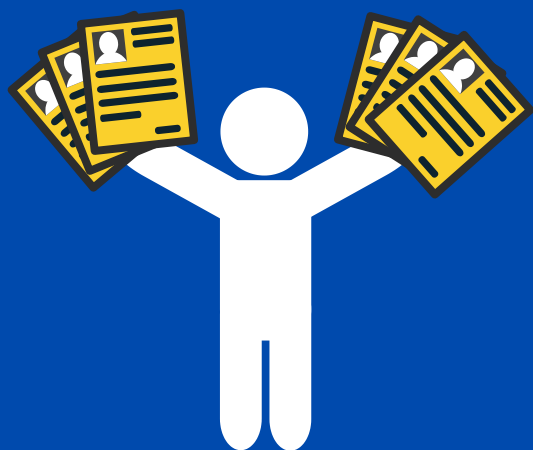
1. How to prepare for the fair
2. Successfully navigating through the fair
3. Reflecting on your experience

COLLEGE OF LIBERAL ARTS  
**INTERNSHIP**  
PROGRAM

## **BEFORE THE FAIR:** How do I prepare?

### DID YOU KNOW...

- Most employers scan through resumes for only 5-10 seconds
  - They do not read resumes in their entirety unless one catches their eye
  - They look for relevant info in the first half of your resume



### **1. Register for the Internship Fair**

Ensure that you register using your *CSULB email* to avoid any Zoom sign-on difficulties.

### **2. Review the list of participating organizations**

Research and familiarize yourself with the ones that you are interested in connecting with.

### **3. Update your resume and create your elevator pitch**

Don't have a resume to update? Watch this video to gain some insight on how to write one!

### **4. Seek additional support!**

Drop-in for a quick advising session or schedule an appointment to review your resume at the Career Development Center.

### **5. Prepare a few questions to ask the employer**

These will help you gain more insight into the organization and what they are looking for in an intern. A productive 2-3 minute exchange with an employer can make all the difference in landing a desired interview later on.

# DURING THE FAIR: First impressions!

## FIRST IMPRESSIONS MATTER:

"First impressions matter. Experts say we size up new people in somewhere between 30 seconds and two minutes."

-- Elliott Abrams



## 1. Being professional

Put the art of professionalism into practice! You only get one shot to make a good first impression. Make it count!

## 2. Be ready to execute your elevator pitch at a moments' notice

Remember: your time to impress these employers is limited. Your elevator pitch is what can set you apart from the rest!

## 3. How to successfully maneuver through the fair: Zoom etiquette

- Be kind and courteous by joining Zoom sessions with your microphone muted.
- Check your background: are you in a distraction-free zone? Utilize the blurred out Zoom background or have a plain background to eliminate distractors. Be cognizant of what your camera feed is showing!
- This is a professional event, no Zoom emojis please.
- Patience is key! You may encounter Zoom rooms with multiple participants, so be sure to wait until it is your turn to engage with employers/representatives.
- When possible, turn your camera ON when asking questions and responding to ensure a more interactive experience. Remain engaged with eye contact and nonverbal cues.

# AFTER THE FAIR: What have you learned?

## THE IMPORTANCE OF GRATITUDE:

According to Harvard Health Publishing, gratitude helps:

- People feel more positive emotions
- Relish good experiences
- Improve your health
- Deal with adversity
- Build strong relationships

A simple 'thank you' note is not only professional, but will help you relish in your good experiences after the fair!



## 1. Send a 'thank you' email

Always send an thank you email, from a professional email address, after an interview or meeting with a potential employer, ideally within 24 hours. It is an opportunity to reinforce your interest in the position and demonstrate your professionalism. It can be your key to getting a job offer.

## 2. Apply to internship opportunities that you're interested in

Review the opportunities you learned about and follow the employers instructions to apply.

## 3. Practice patience

It can take time to hear a response back, and when you do, respond within 24 to 48 hours.

## 4. What have you learned?

Reflect on how the experience went and what you would like to add, emphasize, or eliminate in future interviews. Remember, every interview and interaction with a potential employer is an opportunity to learn, grow, and gain valuable experience for future opportunities!

## 5. Don't stop now!

Connect with the Career Development Center and CLA Internship Program for additional resources and workshops that can help you find an internship.