

Thursday, April 20
2:00 - 4:00 PM

CLA STUDENT GUIDE VIRTUAL INTERNSHIP FAIR



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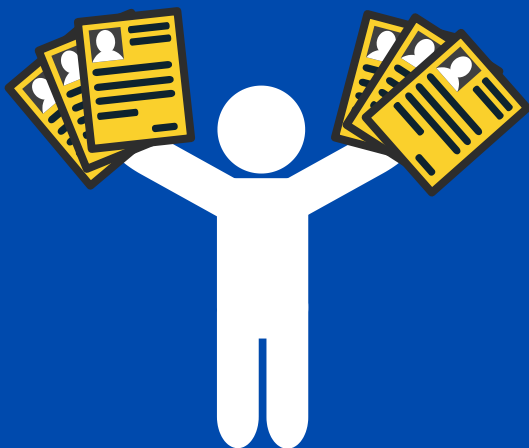
Questions?: Contact cla-internships@csulb.edu

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. Review the list of participating organizations

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

2. 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!

3. Seek additional support!

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

4. 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.