

TIPS & TRICKS

FOR THE

JUNIOR FELLOWSHIP APPLICATION

**“SUCCESS
DOESN'T
COME TO
YOU,
YOU GO
TO IT.”**

MARVA COLLINS

The internship search can be a stressful process. We have compiled several resources to help you be better prepared for when the time to apply arrives.

Remember that getting an internship is not a race. And everyone's process will look different. There are always, always more opportunities to come.



RESUME



COVER LETTER



INTERVIEWS

RESUMES

Can I put undergrad experiences on my resume?

Yes. These experiences should be very relevant to the specific position or functional area. This could be necessary if you lack experience in this area at a graduate level or would like to highlight transferable skills.

How many versions of my resume should I have?

Depends. Ideally, more than one. You should have a different version of your resume for each type of functional area or position.

How many pages should my resume be?

1-2 pages. Once you exceed 2 pages, you should be creating a Curriculum Vitae instead of a traditional resume. When creating a resume, avoid having just a few lines on additional pages. Be sure to include page numbers.

What else should I know about my resume?

Always save your document as a PDF.

Potential Sections to Include

Professional associations and affiliations

- Presentations (separate by conferences, academics, and job-related)

- Class projects and coursework

- Workshops (attended or done)

- Conferences attended

COVER LETTER OUTLINE

Don't copy and paste your resume for every position.

- Keep it concise.

- Keep it to 1 page.

- Avoid writing "To Whom It May Concern..." Instead, try to do "Dear Hiring Manager:"

- Ask for something in your letter, such as an opportunity to interview.

- Use the same header and font as your resume on the cover letter too.

- Proofread!

- Save as a PDF.

Your present address
City, State, Zip Code
Date

Person's Name*
Title
Employer Name
Street Address
City, State, Zip Code

Dear Hiring Committee:

First paragraph. Introduction of self.

- a. Who you are and position you currently hold (optional)
- b. How you found out about the internship
- c. Interest in the internship
- d. Three key skills you have that will make you the best candidate for position

Second paragraph. Related experiences.

- a. Responsibilities and skills of past positions
- b. Match experiences to requirements on internship description
- c. Why are you the most qualified candidate

Third paragraph. Closing.

- a. Highlight 3 skills that you would bring to the position and emphasize interest in position/institution
- b. Give contact information and interest in setting up interview
- c. Thank them for their time
- d. Include signature

INTERVIEW ADVICE



Remember: You are also interviewing the office. Be sure to ask questions and to determine your fit and interest for the job.

"Tell me about yourself."

This is your elevator pitch, ranging from 1 to 2 minutes long. A suggestion is to follow the Past-Present-Future Formula:

Past:

- Who are you? Where are you from?
- Important identities to you?
- What was your "Aha" moment?

Present:

- What do you currently do now in your (under)graduate program?
- Important skills, qualities, or characteristics?
- Relevant experiences or interests?

Future:

- What has made you interested in this particular position or functional area?
- Career goals?



"What is your weakness?"

This question is often answered with overused and cliché answers. Here is how you should avoid this:



- Most commonly heard answers: being a perfectionist, overly involved tendencies, trouble saying no, etc.
- Be authentic in your weakness and reflection of self. Provide an example of when this was an issue.
- **ACCOMPANY** this answer with **how you are working on overcoming this problem.** Develop your example further by proving a time when you have used strategies to persevere through the weakness.



STAR METHOD OF INTERVIEWING

A simple framework for helping a candidate tell a meaningful story about a previous work experience.

SITUATION

Set the scene and give the necessary details of your example.

TASK

Describe what your responsibility was in that situation.

ACTION

Explain exactly what steps you took to address it.

RESULT

Share what outcomes your actions achieved.

**KNOW
YOUR
WORTH.**

