Preventing for your summer internship search...

♦ Purpose of summer internship...
  -- it is a job, not an "academic supplement"
  -- is to learn, not "make" money (but is not volunteer either)
  -- is to help you assess your skills, interests...
  -- is to get relevant experience and demonstrate your interest and capability for a career change
  -- may (most likely) lead to full-time, permanent, job offer (**see stats. below)
  -- to obtain experience in an area to better sell yourself
  -- to gain credible, positive references/recommendations
  -- to network in the industry

CHECKLIST FOR SUCCESS:

- Resume: tip-top shape (tutorial)
  - how your resume is distributed

- Cover Letter Writing (tutorial, Liz Bain)

- Missed Interview & Reneging policies

- Mock interview (do one with a different staff member than original)
  ... explaining double concentrations

- Thank You Letters

- Knowing Companies of Interest:

  ♦ Which companies for which majors interviewed for interns through the PCC in 2002-03?

    | UPS Supply Chain Solutions (SCM)       | Guidant (ALL) |
    | Steak-n-Shake (ALL)                    | Hilti (SCM)   |
    | Cintas (SCM)                           | Kellogg (SCM) |
    | Cisco (ALL)                            | Mead Johnson (SCM) |
    | Raytheon (SCM)                         | Cardinal Health (SCM) |
    | Masterfoods (SCM)                      | Motor Coach (SCM) |
    | Intel (ALL)                            | Cummins (SCM) |
    | GM (MKT, FI)                           | Nestle-Switzerland (SCM) |
    | Honeywell (MKT, SCM)                   | Schneider Logistics (SCM) |
    | DaimlerChrysler (FI)                    | Vector SCM (SCM) |
    | Fisher Scientific (ALL)                | Beringer Blass Wines (SCM) |
    | Miller Brewing (SCM, MKT)              | MSU (SCM)     |
    | JD Edwards (MKT)                       | Steelcase (SCM) |
    | HON Comp. (MKT)                        | GMAC (FI)     |
    | Thompson (SCM)                         | HH Gregg (SCM) |
    | DTE Energy (FI)                        | Unilever-India (SCM, FI) |
    | Ford (SCM, FI)                         | Delphi (SCM)  |
    | Kerr-McGee (SCM)                       |                 |
    | Rich Products (MKT)                    |                 |
    | Reynolds & Reynolds (FI)               |                 |

**31/98 (02 summer interns were given offers to return—21 of these accepted the offer = 40% of entire class
given offers from internships, 72% accepted them...
Search Strategies (Networking)

- **eRecruiting** -- know the pre-selection process. **PLEASE CHECK eRecruiting AT LEAST ONCE A WEEK WHILE ON BREAK.** The PCC is open during most of the break, and will be adding presentations and interviews during that time, when they come up.
- Corporate Presentations (PCC, Lear, CSP)
- Faculty/Staff Contact
- Third Party Recruiters
- Alumni (AlumniLink)
- SCM Career Fair in Jan.
- Career Search
- P & G Resource Room
- Internet (see info. from workshop)

**Just because a company is not (formally) interviewing for interns, doesn't mean such positions don't exist...**

As the offer(s) gets closer, some things to consider:

- **You have some element of control over what you learn:** clarify projects, responsibilities, & exposure. Some companies will give you the choice of jobs to choose from.
- **Make sure you don't come back unsatisfied & unhappy...**
- **Salaries/Stipends are typically not negotiable** (due to short term), but housing (or additional compensation like transportation, moving) can be.
- **Extra time (start/end dates) can also be negotiated**... *make sure to take a week or more off either prior to beginning the internship, or prior to coming back to school.*
- **For Foreign Nationals**, you'll need to complete Curricular Practical Training/MBA 893 for work authorization, once you have obtained an internship.

**Key Points of ADVICE from your second-year colleagues:**

(Not in any order of importance)

- **Start early**
- **Don’t take the company’s “housing stipend” instead of the housing AND get details (offer, location, responsibilities, etc.) in writing**
- **Don’t “jump on” offers** (especially those during an interview)-be very selective
- **Interview as much as possible during your first year**, as it makes the second-year job search easier and less stressful
- **Use eRecruiting and the PCC**, but also other avenues (MonsterTrak, career fairs, websites, off campus methods, etc.)—Don’t completely depend on internal resources
- **Visit the company anyways** (if you can afford it), even if they don’t offer an on-site interview or visit
- **Don’t solely consider salary in your acceptance decision**
- **Plan ahead**—you need to know what you want so you can better define responsibilities and projects.
- **Use the eRecruiting “Employers” link.**
- **Pay attention to dates on eRecruiting about when to send your resume**, so you can get preselected for an interview
- **Be VERY familiar with responding to behavioral questions on leadership, teamwork, etc.**
- **Be aware that there are not a lot of opportunities for foreign national candidates desiring finance.**
- **Don’t ignore Pam’s or Alyssa’s emails re: interview sign-ups, open slots, etc.!!**
- **Keep your career objectives in mind**, esp. for getting a full-time offer
- **When interviewing, always make sure you have a “story” and use examples in your responses.**
- **While at your internship, get to know other people/co-workers and network at the company.**
- **Go to the MSU SCM fair in January and use the alumni database (AlumniLink)**