



HOBART AND WILLIAM SMITH  
COLLEGES

SALISBURY CENTER for  
Career, Professional and Experiential Education

## **Steps to Guaranteed Internship/Research/Funding:**

### **Working with Career Services Professional Staff Requirements:**

- Meeting with Career Counselor
- Resume reviewed by Career Services Staff at a clinic or by appt.

### **Academic Requirements:**

- Declare a major (for sophomores)
- Be in good academic and social standing with the Colleges (as per Dean's office)

### **Social Media Requirements:**

- Have a LinkedIn Account

### **Workshop Requirements:**

- Attend Ready, Set, Go workshop
- Attend Interview Essentials workshop
- Attend Networking 101 workshop
- Attend Resume Writing workshop or 1-on-1 appt. with a Career Assistant
- Participate in a mock interview (face-to-face or online) and complete self-evaluation
- Participate in Career Services event (i.e Professional-in-Residence, Job Shadow)

### **Internship/Research Specific Requirements:**

- Complete any preparatory requirements of the specific internship (health, visa, etc.)

### **GPS Requirements:**

- Apply for Guaranteed Internship "Job" with all required documents:
  - Resume (complete the resume development process)
  - Cover Letter
  - References Page (one page that includes 3-to-4 professional references)
  - Completed application
- MUST Apply by the deadline or funds are not guaranteed
  - Application is due the last Friday of March
  - NOTE: Internship does not need to be finalized at the time of application