

JOB & INTERNSHIP EXPLORATION

Using Handshake, LinkedIn, an employer's website, or any other job or internship board, identify one job or internship of interest. Prepare a customized resume and cover letter for the position.

1. Include the description of an internship/job with a real organization. Copy and paste the internship description on the first page of your assignment, and list the position's URL.
2. Cater your resume to the position by including keywords and/or relevant skills and experiences to showcase your qualifications.
3. Craft a cover letter addressed to the internship supervisor or hiring manager. It should describe why you are interested in the opening and why you should be chosen. It should be at least three paragraphs, but no more than one page and adhere to the cover letter guidelines.