HPU’s Office of Career and Professional Development guarantees an internship for every student who completes the 24-step professional development program that covers Career Exploration, Professional Development and Branding, Networking, Research and Interviewing:

**INTERNSHIP GUARANTEE**

**1. CAREER EXPLORATION**
- Take PathwayU assessment, and discuss with a Career Advisor
- Set up Purple Briefcase Account, and fill out “My Profile”

**2. PROFESSIONAL BRANDING**
- Meet with a PCA to create/enhance your resume; get approval on Purple Briefcase
- Meet with a PCA, write a cover letter tailored to a specific internship
- Set up a LinkedIn Profile
- Attend LinkedIn Photo Day for a professional picture
- Ask to connect with 40 professionals on LinkedIn

**3. NETWORKING**
- Attend a Networking Workshop or meet with a Career Advisor to engage in the Networking Map exercise
- Create a “Networking Email”
- Conduct two informational interviews
- Craft your two-minute drill intro and have it approved by a PCA or Career Advisor

**4. RESEARCH**
- Discuss internship search strategies with a Career Advisor
- Meet with your faculty advisor to discuss internship search strategies and their connections and insights
- Complete the Networking Contact Log
- Create a search alert for internships
- Find and formally apply to eight internships (approved by Career Advisor)
- Attend the Career and Internship Expo or Internship Focus Fair, network with at least five different employers and follow up with them after the event
- Attend an internship for credit meeting ONLY IF you are pursuing an internship for academic credit

**5. INTERVIEW PROCESS AND PROTOCOL**
- Review the Interview Guide
- Practice video interviewing on Big Interview
- Conduct a mock interview with a Career Advisor
- Create a draft thank-you email template and buy thank-you notes

**PROFESSIONAL DEVELOPMENT PRE-INTERNSHIP (ONGOING)**
- Choose and attend two of the pre-internship professional development workshops:
  - Problem-solving and Teamwork
  - Professionalism/Work Ethic
  - Business Communication and Business Acumen
- Attend at least one Fast Friday event

Internships are essential to landing a career after graduation. Get started today!

Contact us at 336-841-9677 or careerservices@highpoint.edu.
U.S. News & World Report Recognizes High Point University as a
NATIONAL TOP 40 LEADER IN FIRST YEAR EXPERIENCES

#1 IN SOUTH
– 8 Consecutive Years at #1

#1 INNOVATION IN SOUTH
– 5 Consecutive Years at #1

#1 UNDERGRADUATE TEACHING
– In South

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