HPU’s Office of Career and Professional Development guarantees an internship for every student who completes the 23-step professional development program that covers Career Exploration, Professional Development and Branding, Networking, Research and Interviewing:

1. Career Exploration
   - Take PathwayU assessment, and discuss with a Career Advisor
   - Set up Handshake account, and fill out “My Profile”
   - Meet with Career Advisor to discuss internship and career goals

2. Professional Branding
   - Meet with a Peer Career Advisor to create/enhance your resume; get approval on Handshake
   - Meet with a Peer Career Advisor, write a cover letter tailored to a specific internship
   - Set up a LinkedIn profile
   - Attend LinkedIn Photo Day for a professional picture
   - Craft your two-minute drill intro and have it approved by a Peer Career Advisor or Career Advisor

3. Networking
   - Attend a Networking Workshop or meet with a Career Advisor to engage in the Networking Map exercise
   - Create a draft of a networking email
   - Conduct two informational interviews
   - Ask to connect with 40 professionals on LinkedIn

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
   - 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 any three Career & Professional Development workshops

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 50 LEADER
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