

INTERNSHIP GUARANTEE



HPU'S OFFICE OF CAREER AND PROFESSIONAL DEVELOPMENT guarantees an internship* for every student who completes the 5-phase professional development program that covers Career Exploration, Professional Branding, Networking, Research and Interviewing.

How to Get Started: Visit Cottrell Hall to schedule an in-person appointment with your Career Advisor! We'd love to guide you through these steps.

1. CAREER EXPLORATION

- ☐ Claim your Handshake account
- ☐ Take the PathwayU assessment & meet with a Career Advisor to discuss your results
- ☐ Meet with the Internship Guarantee Coordinator to discuss your career aspirations & internship goals
- ☐ Join a club on campus &/or identify volunteer opportunities to begin to curate meaningful experiences

2. PROFESSIONAL BRANDING

- ☐ Meet with a Career Advisor or Peer Career Advisor (PCA) to create your resume with the use of Hiration; submit to Handshake for approval
- ☐ Create your LinkedIn profile and enhance using Hiration and create your Handshake profile
**attend LinkedIn Photo Day for a professional headshot*
- ☐ Meet with a PCA to write a cover letter tailored to a specific internship
- ☐ Craft your 2-minute drill introduction and have it approved by a Career Advisor

3. NETWORKING

- ☐ Create a draft of a networking email
- ☐ Make 40 meaningful, professional LinkedIn connections
**one of these must be the Internship Guarantee Coordinator*
- ☐ Conduct 2 informational interviews
- ☐ Meet with a Career Advisor to begin and complete at least 5 entries on the Networking Contact Log

4. RESEARCH

- ☐ Meet with a Career Advisor to discuss internship search strategies
- ☐ Meet with your faculty advisor to discuss potential internships, their insights & connections
- ☐ Create a search alert for internships
- ☐ Attend the Career & Internship Expo; network with 5 employers & follow-up after the event
- ☐ Formally apply to 8 internships

**If pursuing an internship for academic credit, speak with your academic advisor*

5. INTERVIEWING

- ☐ Review the Interviewing section of the Comprehensive Career Guide
- ☐ Practice video interviewing on Hiration
- ☐ Conduct a mock interview with a Career Advisor
- ☐ Create a thank you email template

ONGOING: PRE-INTERNSHIP OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT

- ☐ Choose and attend any 3 Career & Professional Development related events which include Access to Innovators, alumni and employer visits, or Handshake virtual events

99%

**EMPLOYED OR
CONTINUING EDUCATION
within 180 days of graduation**

**13 POINTS HIGHER
THAN THE
NATIONAL AVERAGE**

High Point University follows the
National Association of Colleges and
Employers first destination
reporting protocols.

PRO TIPS

- ✓ Seek out mentors and make use of your network: Career Advisors, PCAs, faculty, friends, family, alumni and employers/recruiters
- ✓ Have a professional voicemail on your cell phone
- ✓ Keep your social media clean
- ✓ Read the "Handshake Newsletter" emails
- ✓ Continue to update your resume after new experiences

SCHEDULE AN APPOINTMENT WITH A CAREER ADVISOR TO LEARN ABOUT ELIGIBILITY.

**Provided (guaranteed) internship may not be relevant to your major, paid, the length of time preferred, nor in the semester or geographical location preferred.*

CONTACT US AT CAREERSERVICES@HIGHPOINT.EDU



TRADITION OF **EXCELLENCE**

*U.S. News & World Report Recognizes
High Point University as a*

**NATIONAL TOP 30 LEADER
IN FIRST YEAR EXPERIENCES**

#1 IN SOUTH

– 14 Consecutive Years at #1

#1 INNOVATION IN SOUTH

– 11 Consecutive Years at #1

**#1 UNDERGRADUATE TEACHING
IN THE SOUTH**

**HPU is also recognized as a
BEST VALUE SCHOOL**

