**INTERNERSHIP 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; submit to Handshake for approval
   - Create your LinkedIn profile & update your Handshake profile
   - Create a LinkedIn profile
   - 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
   - Attend LinkedIn Photo Day for a professional headshot
   - Conduct 2 informational interviews
   - Meet with a Career Advisor to engage in a Networking Map exercise or attend a Networking Workshop

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 Big Interview
   - 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 workshops

**99% EMPLOYED OR CONTINUING EDUCATION WITHIN 180 DAYS OF GRADUATION**

**14 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.**

**CONTACT US AT 336-841-9677 OR CAREERSERVICES@HIGHPOINT.EDU.**
U.S. News & World Report Recognizes High Point University as a

NATIONAL TOP 30 LEADER IN FIRST YEAR EXPERIENCES

#1 IN SOUTH
– 11 Consecutive Years at #1

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

HPU is also recognized as a
BEST VALUE SCHOOL and is ranked
#2 for BEST UNDERGRADUATE TEACHING IN THE SOUTH