

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; submit to Handshake for approval
- Create your LinkedIn profile & update 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 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.

**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 336-841-9677 OR CAREERSERVICES@HIGHPOINT.EDU.

HIGH POINT UNIVERSITY

THE PREMIER LIFE SKILLS UNIVERSITY

#1 Since 2013

BEST COLLEGES

U.S. News & WORLD REPORT

REGIONAL COLLEGES
SOUTH
2024

#1 Since 2016

BEST COLLEGES

U.S. News & WORLD REPORT

MOST INNOVATIVE
2024

BEST COLLEGES

U.S. News & WORLD REPORT

UNDERGRADUATE TEACHING
2024

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

– 12 Consecutive Years at #1

#1 INNOVATION IN SOUTH

– 9 Consecutive Years at #1

**#1 UNDERGRADUATE TEACHING
IN THE SOUTH**

HPU is also recognized as a
BEST VALUE SCHOOL

