



THE DIARY OF AN INTERN

FALL 2018 PROFESSIONAL JOURNALISM INTERNSHIP CLASS

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NETWORKING: AKA HOW A SIMPLE CONTACT GOT ME AN INTERNSHIP

Written by: Ajer Qureshi

You often hear this saying from your advisers or professors:
“Networking is the key to landing an internship or job.”

At first, I never understood that concept, though part of the lack of understanding came from my relatively introverted nature. That is until I had to seek an internship for journalism, and if it weren't for one simple contact, I wouldn't have gotten that internship.

First, let's rewind to the spring of 2018. I needed an internship for my IWM major, and I was looking for a journalism-related one in my local area. At first, I did what every student would do in this situation. I spent weeks polishing up my resume and cover letter, then searched online for local internship opportunities through LinkedIn, Google searches, Handshake, and other job finding platforms. Yet despite the numerous applications filled out, I never got a single reply or any indication that the people even received my submissions. Months went by with no real luck. I kept sending submissions to other listings, hoping one of them would respond.

But what I didn't realize was that my networking was not strong. I was making the mistake of not following up with employers to see if they received my submission. My lack of reliable contacts wasted my time seeking new opportunities, until eventually, my mother told me to talk to a host she knew at an Appleton radio station. So I sent him an email, telling him about how I was looking for an internship in journalism and asking if they had an opportunity for me. Within a week, I got a reply from him agreeing to an interview, which led to my internship at WHBY for the summer.

I was lucky that my mom knew somebody in the journalism field, and this is why I am now a stern believer in the value of networking. So here's the ultimate tip that students should take away when it comes to finding people to connect with. Don't underestimate who your parents or friends know in your field. Not only can they provide you with an employer to talk to, but there's a good chance they told the employer about you, meaning your employer has just enough info to know who you are and

whether you could be a good fit for the company even before you send the resume.

Networking is surprisingly easy and very effective, and I honestly wished I knew about how useful networking can be. This is why I encourage you to not make the same mistakes I did. Try to build a network out of who your close friends or family know.



10 TIPS TO MAKE USE OF YOUR SENIOR YEAR

Written by: Elizabeth **Ritschard**

First off, congratulations on the final stretch before entering into the workforce! Do you know if you've used these steps to make it a successful year before graduating?

1

Learn at least one new skill, if not more

I challenge you to at least gain one new skill before your graduation date. These could be anything from teamwork, organization or communication skills.

Network your heart out

Networking is so important. You should take advantage of any opportunity to network that is possible. According to Barb Benish, UW Oshkosh Intern Coordinator, 44 percent of new hires come from referrals.

2

3

Actually go to campus Career Services

(and utilize other career-related resources on campus)

You know how beneficial Career Services on campus is, yet you've probably never utilized it or only a few times. Here at UW Oshkosh, there are many other career-related campus resources that are very beneficial to your professional life.

Earn certifications online

Having a certification can help you to stand out for future job applications. It could be what helps your application to be chosen amongst many other applications. Some certifications you can receive are Hubspot certifications for inbound marketing, social media, etc. and Google Analytics certifications.

4

5

Lock in good references

Again, a reminder that networking is the key to getting a job. Once you network you can finally build a good reference that can talk positively about you on your behalf. A good reference can help you land a job and speak to your abilities!

Get in one final internship or job experience

If you can, (and it's not too late) try to get in one last internship or job experience related to your field. Relevant work experience that will help you land a job.

6

7

Create a physical and online portfolio

In some industries, it's important to have both a physical and an online portfolio that showcases your best work. That is why it's important to gather materials to create both of these versions. Your portfolio is what demonstrates to your future employers your ability to write or design.

End your classes on a high note

You should end your classes on a high note. Even though senioritis is a real thing, you should do your very best to end strongly with the best possible grades. You could even make the Dean's list!

8

9

Making final connections friends

It has already been stressed at how important connections are. Even making final connections with friends that can be lifelong is very important!

10

Enjoy the free time that you have, but make use of it

Make sure you enjoy all the free time that you have. When you graduate and start a full-time job, there won't be as much free time as you have in college. Don't just waste your free time though; try to make use of it maybe even attempting some of these tips!

(BONUS) Landing a job before graduation

Finally, if you utilized these 10 tips, you probably landed a job before graduation! Congrats to you either way because you're one step closer to getting a job.



5 TIPS FOR HAVING A SUCCESSFUL INTERNSHIP

Written by: Allison Hansen

It's May 30, I haven't stepped foot in the building since October. I'm going up and up in the elevator, and my heart is almost beating out of my chest. It's the first day of my internship. My first internship. I take a deep breath and step off the elevator to begin my journey with the Leukemia and Lymphoma Society of Wisconsin.

It's the third day of work, and I was asked by a fellow intern how I felt about internships and what I expected to get out of this one. I told her I was always told throughout college that internships were vital to have in order for you to have a better chance of finding a job. Having an internship can also help you narrow down the type of career you may want to have in the future.

Within the first month, my experiences with the Leukemia and Lymphoma Society had helped me realize my career path and what I am passionate about. Being given the opportunity to work for a nonprofit that raises tremendous amounts of money for cancer research has helped to better my understanding on all the hard work they do.

It's the end of July and I feel like I am a part of the LLS team. Through my experiences, I feel that I have gained significant knowledge on what is making my internship successful.

Below are my top tips on what helped me to succeed in my internship.

Tip One: Don't be afraid to ask questions.

When you don't know the answer to something, or you are confused on how to do that task, just ask. Once I wasn't afraid to ask questions, it improved my work for the better.

Tip Two: Be open to working on a team.

During my internship, working as a team was crucial to our success. Using efficient communication with your team will not only make working as a team easier, but also beneficial to your success. This will give you the opportunity to hear different perspectives and learn from others.

Tip Three: Take risks and push yourself.

Ask to do that project. Try something new. Introduce yourself to that new person. This will help take you out of your comfort zone.

Tip Four: Set goals for yourself.

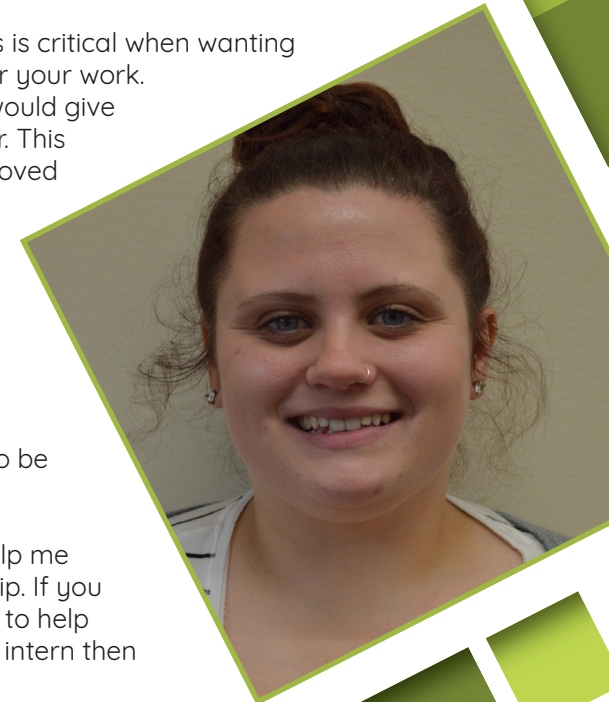
At the beginning of my internship I came up with a short list of goals I wanted to accomplish as you should too. This gave me something to strive for and helped me to be successful in all my tasks.

Tip Five: Ask for feedback.

Receiving feedback from others is critical when wanting the best advice on how to better your work. After every project I finished, I would give it to multiple people to look over. This different outlook definitely improved my work. This will help you to learn and grow in all the tasks you do.

It's August 10. It's the last day of my internship. As I look back on my summer and all my experiences, I was able to narrow down what helped me to be successful.

These tips are what I used to help me get the most out of my internship. If you use these tips, in your own way, to help accomplish your purpose as an intern then you will succeed.



A STUDENT'S GUIDE TO FINDING AN INTERNSHIP

Written by: Bailey McClellan

It's a paradox that has riddled students for ages: you need experience to land a job, but you need a job to get experience. Internships are great because they provide students with hands-on experience before graduation so they can avoid this vicious cycle all together.

Unfortunately, employers don't stand on Algoma Boulevard passing out internships like Jimmy John's hands out subs. There is, however, an abundance of resources available to students to help get connected with employers. Read on to learn about some of the top resources to help kickstart your internship search.

Handshake

Handshake is a platform designed to connect students with employers. Companies seeking UW Oshkosh students post here regularly, so this is an ideal place to start if you're looking for something in the area. All UWO students are given a Handshake account, so no registration is required. Just login using your NetID and you're ready to rumble.

To start browsing internships on Handshake, click on the Jobs tab, and then select the Internship filter button. Unless you're willing to commute across the country, you'll also want to filter by location. You may need to experiment with keywords to find postings relevant to your interests, but writing, content and social media are a few good ones for journalism students.

Application requirements vary, but at the very least you will need to send in your resume. Beware, Handshake requires resumes be approved before they can be submitted, so don't wait until the last minute to upload it.

LinkedIn

No, LinkedIn isn't just for post-graduation job searches. In fact, the site has over 98,000 internship postings in the U.S. alone. Since LinkedIn is so widely used by businesses and organizations, this is a great option for those looking to intern outside the Fox Valley.

To kickstart your search, click on the Jobs tab, and enter your area of interest in the Search Jobs field. For internships, again, broad terms like public relations, writing, content and social media work best. Next, enter

your desired location, and hit search. Under the Experience Level tab, make sure to select Internship, and you should be good to go.

If the posting you're interested in has an "Easy Apply" button, you're in luck. This means LinkedIn will automatically pre-fill the job application with information from your profile, making it easier and faster to apply. Just make sure to double check that the information is correct! If the button just says "Apply," you will be routed to that company's website to continue applying. According to Glassdoor, an online job search company, early applicants are more likely to get the job, so try not to cut it close to the deadline.

Student Organizations

Student Organizations like Advertising Club, the Public Relations Student Society of America, the Society of Professional Journalists and the Marketing Student Association are constantly hosting professionals from the Fox Valley as guest speakers. This method is far less convenient than the typical online search, but it's a great option for those wanting to boost their chances with a specific employer. Chatting with speakers post-presentation is an effective way of getting your foot in the door and discovering opportunities not yet advertised online. Check club Facebook pages often to keep an eye out interesting opportunities.



Career Fairs

Career fairs are a great way to network with employers one-on-one and have in-depth conversations about internship opportunities. This is another good method to use if you'd like to scour for hidden opportunities or to make an impression with specific companies of interest. Unfortunately, these events only come around every once in awhile, so don't count on this method if you're in a crunch for time. There are two major career fairs hosted on campus: the Career Fair on the Fox and the Career and Internship fair. Here's what you need to know about each:

Career Fair on the Fox

The Career Fair on the Fox is a biannual career fair housed in Kolf Sports Center in the upper gym. Professional attire is expected, and don't forget to bring your resume (or a portfolio if you have one)!

Career and Internship Fair

The Career and Internship Fair is held every spring semester in the lower gym of Kolf Sports Center. The dress code is casual, so you can ditch the dress shoes, but bring your resume.

No matter which method (or combination of methods) you use to land that internship, don't forget to be persistent. It can be frustrating, but rejection is just part of the game. And if you find yourself struggling, don't hesitate to reach out for help. UWO Career Services has a team of friendly staff willing and happy to answer questions and polish applications. Just stick with it, and you'll be adding "intern" to that resume in no time.



WHAT ARE YOU GAINING FROM YOUR INTERNSHIP?

Written by: Calvin **Skalet**

Every year college students have to deal with the difficult task of achieving real-world experience to impress future employers. Summer internships are the most popular way for students to gain that experience outside of the classroom and to build their portfolios.

Receiving internships can be challenging at times due to the competitive nature that these internships bring forth; there isn't one specific way to go about it. However, with the intense competition for high-end internship experiences, it's time we examine what we are truly gaining from these experiences.

Pam Garcia, career adviser at UW-Madison, said college students have always had a need for internships, but that need has gotten more and more prevalent as the years have gone by.

"Internships have always been valuable, but the workplace is so competitive that it is basically necessary to have an internship before graduating from college," Garcia said. "Internships also help a student figure out what they like, what they don't like, gain valuable hands-on professional experience, meet people in the industry and utilize what they may have learned in school in a workplace setting."

UW-Madison student Olivia Jones is currently in her fourth and final year as an undergraduate in the School of Journalism and Mass Communication. She's had four internships since her senior year of high school. She's also had a wide range of experience from agency work, nonprofit work and even as an editorial intern with a magazine.

Jones said while the experience can help on paper, the actual time spent at these internships hasn't been as useful as she had hoped.

"I can give you the nice answer and I can give you the real answer," Jones said. "My real answer is internships aren't worth a ton."

Jones said most days consisted of doing simple tasks that didn't require much effort.

"In my experience, at a lot of my internships I sit around and I twiddle my thumbs only to build my portfolio to send to the next internship."

While she got a couple of good portfolio pieces, Jones said she didn't feel very welcomed in the workplace.

"I think a lot of the time you get one or two really good pieces of writing out of your internship that you can use to get your next internship for the next summer," Jones said. "But honestly, you're not treated like a person that much. They don't pay you, they don't really care about you; you're kind of just there to take up space."

Jones said she can see a gender bias in the workplace that favors men, specifically with interns.

"Honestly, I think gender plays a huge role in internships," Jones said. "I don't want to completely generalize, but from my experience, guys come in to the workplace and they talk really really loud. They can sell you, they talk fast, they talk over you. I can be a leader, but I can also be a good listener."

But Jones said her internships have shown her personal strengths in the professional workplace.

"Have I figured out my work style and what works for me and what makes me a good intern? Yeah, I've figured that out," Jones said. "I know how to be efficient, I know how to write well, I know how to brainstorm, I can communicate with clients. And those are obviously all great experiences, too."

At the end of the day, Garcia said it's important to find the right internship, not the most prestigious internship. Garcia also said researching the company before accepting an internship is crucial.



“Make sure that you are going to be doing real work, have a supervisor who will mentor you, and that you know what you want to do,” Garcia said. “You may not know exactly what it is, but it is important to read the internship job description and research the company/organization to make sure it is one that you want to work for.”



INTERNSHIP HORROR STORIES...

Written by: Grace Zaplatynsky

Internships are wonderful and rewarding experiences. Some experiences during an internship are insightful and encouraging, while others are more of a learning opportunity of what not to do.

During my summer internship with The Lakeland Times in Minocqua, Wisconsin, I had both ends of the spectrum. On one side, I wrote a story that multiple people told me was well-written and moving. On the other, I was exposed to someone, who shall be known here as Frank, who was around 25 years old and not the greatest employee, in six ways:

1

He could not perform his job accurately.

This frustrated my boss to no end. Frank would try to write opinion-editorial pieces when he was supposed to be writing hard news stories. When he was assigned a grip-and-grin photo at a basketball game, and, while he took the photo, he did not get the names for the cutline.

He blamed others when he did not do his work properly.

When Frank failed to get the names for the cutline, he blamed a co-worker who had said she would help him get the names, claiming she had said she would get the full cutline for him. This put the co-worker in an awkward position. When Frank said this to our boss, he was furious at Frank for trying to shift the blame for his incompetence on others.

2

3

During his last days at the office, he complained about not having money and dressed like he was at home.

I felt bad for the guy because he was given only two days' notice before getting laid off due to budget issues, but he should not have complained about his personal life problems. He even continually asked co-workers to lend him money during this time. And to top it all off, he wore shorts and baby blue socks with a cartoon character on them. He said, "It's my last day, so I don't really care anymore," when our boss asked him about the socks.

4

It is suspected that he lied on his résumé.

He was a character who continually lied about himself while working at The Lakeland Times, so when he did leave, a few of us were curious enough to see how well he did in getting a job. One of us found his online résumé,

which stated that he had received his master's degree in journalism from American University. All of us found this extremely doubtful, as someone with a master's in journalism should be able to take a grip-and-grin photo and get the necessary cutline information. His résumé was posted on his website, which also said he was currently working as an editor at a newspaper in Canada, his home country, managing a "team of reporters." We all said it was a team of one.

He blogged about his personal life on his professional website.

While Frank's website was entertaining as described above, it was also a source of morbid fascination. On his blog, he had described how much he misses his girlfriend, and that whenever he sees her hair in his bathroom sink, he is so overcome with emotion that he has to leave the room. Ew. Frank kept posting weird things like that on the same website that his online portfolio was on. Not something someone would want potential employers looking at.

S



6

He kept bugging our editor on Facebook, etc.

He kept asking her for money, even after leaving Minocqua. He didn't get the memo that she didn't really like him. After two weeks, he was fired from his Canadian job. We all knew it wouldn't last.

While this story is incredibly cringe-worthy, it was also something to learn from.

1

If I am assigned something, I am in charge of getting it done.

It doesn't matter if someone said they would help me get information. In the end, it's on me to make sure I complete it accurately.

If I get in trouble for something I did or didn't do, I am to blame, not someone else.

I can't say I didn't do something because someone said they'd do it for me. If I messed up on something that was assigned to me, I can't try to shirk responsibility for it on others. Otherwise, what am I there for?

2

3

Stay professional, even to the last day.

It doesn't matter if I won't see them again. Chances are I will and if I dress like a slob and try to get my co-workers to shoulder some of my personal burden, financially or personally, then I will not get a great recommendation from this employer, which is extremely dangerous to do at a young age. The first impression is important, but the last one is just as important.

Don't lie, especially not on a résumé, especially not as a journalist.

Bolstering up a résumé through false claims may get me the job, but ultimately the employer will realize what has happened and I'll be fired and branded as a liar. I'm not saying Frank got fired because he potentially lied on his résumé, but it is a possibility.

4

S

Don't blog about personal problems on my professional website.

It creates a weird and bad image of myself.

6

Unless I have a good relationship with my employers and co-workers, don't bother them on Facebook continuously, especially not about asking for money.

In fact, never ask for money from previous employers.

Internships are fun opportunities to experience and learn new things. While most people think it is a great source for learning what to do in their field, internships can also be used to learn how to act in a professional environment.

Wacky things can happen in the office, such as a co-worker continuously lowering the boss's chair whenever he's out of the office just to hear him say, "God damn it, stupid chair!" every time he sat in it.

Rewarding experiences can happen in the office, too, such as the boss calling someone into his office to tell them they did a wonderful job on the story they just wrote. But some of the best learning experiences can come from watching someone do horrendous things at the office; that shows you what definitely not to do in a professional environment.

THE PROCESS OF GETTING AN INTERNSHIP

Written by: John Depersia

As we all know, there are many ways of getting an internship. Some may be more difficult than others. The most common way students find internships is applying and searching online. This is a great way to find multiple internships and choose which is the right one for you. However, sometimes you might not find an internship available or get hired for that position due to a lack of experience, education or low wage. If this doesn't work for you, there is still hope in getting an internship you just have to use your connections.

As a student here, I interact with all sorts of people, including other students, professors and coaches. I have a wide range of connections between them all. These connections can give you an advantage when it comes to applying for an internship. Personal connections can make a difference when applying for an internship over applying online for one. You must be creative and ask around and network with people to see what's available.

Lastly is some advice from my own experience getting an internship. I was a summer laborer at a golf course, here I worked for a friend's dad who was my boss. We had a great relationship the last 3 years I worked for him. I showed him every day that I was a passionate worker, I could follow directions and I would never be late. He was informed that I was looking for an internship and decided that I earned something higher than a laborer at the golf course. My boss pulled a few strings for me and hired me as the marketing intern for the entire golf course where I would work directly with the marketing director. He wanted me to have the opportunity to work in a place where I could use my knowledge and be at my fullest potential. And it was a great experience. No matter where you work or who you work for, always make sure you are a great employee inside and outside of the work place. If you can use your communication skills to develop a great connection with your boss or other employees, there could be a chance at a higher position such as an intern. Use these connections and skills available to you and finally land that internship you have always wanted.



HOW TO COMBAT THE FRUSTRATIONS AND NERVOUSNESS IN GETTING AN INTERNSHIP

Written by: Sherine Johnson

At some point in our lives we all have experienced the agonizing frustration of looking for an internship. For many college students, we wonder if we will get that internship that will provide us with the additional experience we need as we prepare to enter the working world.

According to naceweb.org, the projection for internships will increase by 1.7 percent and full-time entry-level hires are to increase by 4 percent in 2018.

This is good news, yet many of us will still go through the torturous process of finding an internship, to write that perfect cover letter and résumé that stands out.

But what should you do to get a job after graduation?

How to combat the frustration and nervousness

- Simply applying for internships helps ease the frustration. Once you hear back and land an interview, things start falling into place. I think a lot of nervousness surrounding internships comes from fear of not getting one, so actually applying and actively trying to find one helps ease those nerves (Jordyn Schraeder).
- I've had three internships: Aerolnnovate, UW Oshkosh College of Business, and Office of Sponsored Programs. Don't be nervous about getting an internship. Companies are looking for the extra help and understand your skills are not perfect yet. It is a learning opportunity. To calm your nerves, be prepared. Make sure you have a killer resume, possibly a portfolio, and be sure to practice your interview skills (Samantha Diederich).
- I have previously had an internship that turned into a permanent part-time position. Applying for internships can be intimidating. I applied only to places that I was really interested in. I knew that if I was really passionate about something, I would be more than willing to push myself out of my comfort zone. That is the absolute best way to learn -- try

things that take you out of your comfort zone (Kathryn Jalling).

- Be calm and understand it is a great learning experience (John Depersia).

- I have had three internships for RTF with various radio stations. I think that students shouldn't be nervous about getting internships. There are many to apply for and as long as you put your best foot forward there is a good chance that you can be picked (Matilda Cretens).

What recommendations would you give to someone who is still in pursuit of an internship?

- Apply for every internship possible. You never know what experience you'll gain or where the internship will take you (Jordyn Schraeder).
- Be open. The internship may not be in the sexiest industry, but you will learn a lot. I knew nothing about aviation, yet I worked for a business accelerator for startup companies in aviation (Samantha Diederich).
- Don't give up. Networking is key. Talk to your friends, family members and professors if they are aware of any opportunities. Also, job shadowing is another good way to get a glimpse at a workplace and a "day in the life" of an individual in your field. It shows your interest in the company and willingness to learn (Kathryn Jalling).



- I would recommend they look ASAP because they are difficult to find, and do not hesitate to ask about one (John Depersia).

- Do as much background research about the company as possible. It will not only charm the person you interview with but show that you are dedicated to the position. Also, make sure that you apply to internships that actually interest you. You want experience, but make sure it's an experience worth having (Matilda Cretens).

What are some of the steps you should take to ensure that you get the internship?

- I contacted Barb Benish to help find one, and she helped me format my resume, cover letter, and offered advice for my interview (Jordyn Schraeder).

- Network. Start with your network and look to see who you relate to that may work at the company you are interested in applying to. If you don't have any contacts, try to set up an informational meeting. Professionals are open and willing to talk about their position and the company they work for. An informational interview may open the door for them to help you land an internship (Samantha Diederich).

- I would researched more companies and applied to more places (Kathryn Jalling).

- I have saved some internships on LinkedIn that I can apply for because I either meet all or most of the requirements. I also have done small projects and work for the Advance-Titan to help gain more examples for my portfolio (Lauren Freund).

- Make sure you get your resume the best it can possibly be, all depending on what kind of position you're aiming for. Then I would recommend you ask your advisors, professors, parents, and friends if they know anyone in your interested field or company, so that you can get contact information and ask for an internship directly (Ajer Qureshi).

- Make sure you are prompt to answer emails and are professional when interacting with possible employers. It sounds basic, but it will make a good impression (Matilda Cretens).

Bonus Tips: Other information (tips) that is important for someone who is still in pursuit of an internship.

- Remain positive and optimistic (Jordyn Schraeder).

- Try to have a few internships. This helps to figure out what kind of role

you would like to play in a company. Be sure to try different-sized companies as well and within different industries. You may be surprised (Samantha Diederich).

- Prepare for interviews you get. Research the company and incorporate what you found into your interview through questions. It shows your interest in the company and that this isn't just a random job you are applying for (Kathryn Jalling).

- Sometimes internships are hiding around every corner; all you have to do is look (John Depersia).

- Handshake is a good resource for finding internships because sometimes what comes up in the search results might not be exactly what you had in mind, but you could find out that you are qualified, and it might be a good opportunity (Matilda Cretens).

- Don't rely entirely on online listings. You may be surprised how directly contacting a person at a business can get you an internship faster (Ajer Qureshi).

Having an internship is good because it provides additional experience and allows us to use and apply our knowledge outside of the classroom. Remember that there are no one size fit all recommendation that we can use to get an intership, but it's important to have a cover letter, portfolio, and or résumé that is exceptional. Even though it can be a challenge to get an internship, it is advisable not to wait last minute to begin to apply. Start now!



MAKE YOUR RESUME STAND OUT!

Written by: Vivian Lor

“Six seconds. That’s how much time recruiters spend reading a resume.”

A resume is a marketing tool that allows hiring managers to assess the candidate’s qualifications quickly. When writing a resume it is important to tailor the resume for the job you’re applying for.

Here are four ways to make your resume stand out.

Relevant Work History

When you’re writing a resume, be clear by using relevant work history. Write concise phrases instead of long sentences or paragraphs, and use appropriate terminology from the job description. This will allow the reader to understand what you’re looking for. Another great way to describe your accomplishments is to include numbers related to your work experience. For instance, “Increased XY website traffic by 65 percent using SEO.” Putting a number on the work you did gives the reader a clearer image of how you might be a good fit for the position.

Appropriate Skills

It is important to use appropriate skills on a resume and how to describe them. You don’t want to use “quick learner in a fast-paced environment” because that doesn’t tell the recruiter anything new about you. Instead list the exact skills the recruiter is looking for. For example, if you’re applying for a Digital Marketing job that requires skills in Search Engine Optimization, Google Analytics, and Microsoft Office Suite, the recruiter is going to search for that on your resume.

Styles and Appearance

Format your resume so that it is well organized and easy to read. Do this by having up to date information and the most recent job on the work experience section. This is critically important because if you’re able to brand yourself correctly by having a well-organized resume, you’re more likely to be selected for an interview.

Error Free

Lastly, when creating a resume it is important to make sure it is error free. Having an error free resume not only shows that you’re not lazy, but also professional and qualified for the job. A resume is your first impression with an employer. You want to prepare a polished resume and sell yourself within the six seconds you have with the recruiter.



HOW YOU CAN PREPARE YOURSELF BEFORE AN INTERVIEW

Written by: Windy Xiong

Landing an Interview

When you first get the phone call that you have landed an interview, there could be millions of thoughts running through your head. How am I going to dress? What kinds of questions will they ask me? How many people will be interviewing me? All these questions are good to look out for because every interview process is different.

Even if you may be waiting to hear back from another company, you should still accept the interview, in case you do not get a call back. Doing this interview can also help you prepare yourself for your next one. It can help you see what you need to work on and what kind of questions to be ready for later.

For example, I applied for a marketing internship last summer at the Milwaukee Metropolitan Sewerage District. I was waiting for another call from a different company, but I decided to do an interview for this company instead. At first, I was hesitant to accept the interview, but I took the opportunity and answered yes and continued with the process. This was a smart decision I made because I did not receive any calls back from the other companies.

This goes to show that even if you are unsure if you want to proceed with an interview process, you should still do so. If employers saw your qualifications on your resume and cover letter take the chance to show them more of your qualities in person.

Prepare Yourself

You want to give off a good first impression because employers are examining you to see whether or not you would be a good fit for their company. It is crucial that you show employers you know their company because they may ask you why you applied. This also shows employers that you are interested and not simply applying for a position in the workforce. If you are uncertain about what types of questions will be asked, do your research online and look through websites such as Glassdoor, Monster, Indeed, etc.

For more interviewing resources, your campus should also have information that you can utilize. This information could include tips on interviews, how to get hired, a career closet and more.

At the University of Wisconsin Oshkosh, the Career & Professional Development office provides resources such as informational interviews, mock interviews, a career closet, on-campus interviews and interview room reservations for Skype interviews. The resources on-campus are there to assist students and help them land job offerings. Therefore, do not be afraid to stop in and ask for assistance/resources.

Also make sure you have also reviewed your resume and the job position you applied for. It's important to know your skills, qualities, strengths and stories so be prepared when employers ask about what your strengths and weaknesses are. You can do this by creating a list of traits and strengths that describe how you qualify for the position.

Lastly, know what to bring to your interview. It's good to remember to bring a couple of your resumes, your list of references and a few questions to ask at the end of your interview. Going into a interview may be nerve wracking, however, go in with confidence and show employers why you should be a part of their organization.



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