

# EXPERIENCE

4-YEAR CAREER ACTION PLAN

## 1 DEVELOP INTERNSHIP PLAN

### IDENTIFY

Search online job boards and professional associations in industry of interest.

Regularly check with employers of interest and build recruiting contacts.

### NETWORK

Update your LinkedIn profile.

Tap into your network (i.e. faculty, family, friends, professionals, alumni, etc.) and let them know the type of opportunity you are seeking.

### APPLY

Tailor your resume and cover letter for each opportunity to demonstrate the value you bring.

Stay organized by tracking timelines and communications.

If possible, follow up with the hiring manager

### INTERVIEW

Schedule a mock interview session to hone your interviewing skills. Prepare questions for the interviewer(s) about the internship and the company.

Send a thank you note to the interviewer(s) and reiterate your interest in the company.

## 2 EXPLORE ACADEMIC RESOURCES

### JOIN A PROFESSIONAL ASSOCIATION

Professional associations are an easy way to learn about an industry.

### STAY CURRENT WITH INDUSTRY TRENDS

Trade publications, industry reports and journals are a great way to stay informed..

### EXPLORE RESEARCH OPPORTUNITIES

Connect with faculty in your major about possible opportunities

### GRADUATE SCHOOL

Meet with a career counselor to review choices and fit, or figure out what is best for you..

## 3 GET INVOLVED ON CAMPUS

### ★ DEVELOP LEADERSHIP SKILLS

Take on an active role in a student organization.

### ★ PARTICIPATE IN AN EXTERNSHIP

Explore industries and employers through these job shadowing experiences

### ★ APPLY TO BE A PEER CAREER ADVISOR

Serve as an ambassador, and get training in professional communication skills.

## 4 PARTICIPATE IN EVENTS

### WORKSHOPS

Improve skills in resume writing, interviewing and networking.

### INFO SESSIONS

Attend company information sessions and talk with recruiters to about internship opportunities offered.

### CAREER & INTERNSHIP EXPOS

The Expos are a great way to network with companies interested in TSU students.

## 5 CONNECT WITH TSU CPDC

### FOLLOW US

Twitter: @TSUCareerServices  
IG: @TSUCareerServices  
Facebook: TSU career services

### STOP BY AND VISIT US

Monday thru Friday  
8:00am – 5:00pm  
Located on south side of Bell Building

### STAY IN TOUCH

PlacementServices@TSU.EDU  
Call: (713) 313-7541  
www.tsu.edu/careercenter

## INTERNSHIP: WHY DO IT?

- Learn more about your chosen field of work
- Apply classroom theory to real work situations
- Identify and strengthen your interests and talents
- Gain professional skills such as written and oral communication, teamwork, and problem-solving
- Build mentor–mentee relationships and grow your professional network.

## DID YOU KNOW?

Graduates with internship experience typically have **higher starting salaries** than their peers without an internship experience

