

# INTERNSHIP GUARANTEE



**HPU'S OFFICE OF CAREER AND PROFESSIONAL DEVELOPMENT** guarantees an internship for every student who completes the 23-step professional development program that covers Career Exploration, Professional Development and Branding, Networking, Research and Interviewing:

## 1. CAREER EXPLORATION

- Take PathwayU assessment, and discuss with a Career Advisor
- Set up Handshake Account, and fill out "My Profile"
- Meet with Career Advisor to discuss internship and career goals

## 2. PROFESSIONAL BRANDING

- Meet with a Peer Career Advisor to create/enhance your resume; get approval on Handshake
- Meet with a Peer Career Advisor, write a cover letter tailored to a specific internship
- Set up a LinkedIn Profile
- Attend LinkedIn Photo Day for a professional picture
- Craft your two-minute drill intro and have it approved by a Peer Career Advisor or Career Advisor

## 3. NETWORKING

- Attend a Networking Workshop or meet with a Career Advisor to engage in the Networking Map exercise
- Create a draft of a networking email
- Conduct two informational interviews
- Ask to connect with 40 professionals on LinkedIn

## PROFESSIONAL DEVELOPMENT PRE-INTERNSHIP (ONGOING)

- Choose and attend any three Career & Professional Development workshops

## 4. RESEARCH

- Discuss internship search strategies with a Career Advisor
- Meet with your faculty advisor to discuss internship search strategies and their connections and insights
- Create a search alert for internships
- Find and formally apply to eight internships (approved by Career Advisor)
- Attend the Career and Internship Expo or Internship Focus Fair, network with at least five different employers and follow up with them after the event
- Attend an internship for credit meeting **ONLY IF** you are pursuing an internship for academic credit

## 5. INTERVIEW PROCESS AND PROTOCOL

- Review the Interview Guide
- Practice video interviewing on Big Interview
- Conduct a mock interview with a Career Advisor
- Create a draft thank-you email template and buy thank-you notes

97%

EMPLOYED OR  
CONTINUING EDUCATION  
within 6 months of graduation

11 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 "Interesting Internships" emails*
- Continue to update your resume after new experiences*

INTERNSHIPS ARE ESSENTIAL TO LANDING A CAREER AFTER GRADUATION. GET STARTED TODAY!

CONTACT US AT 336-841-9677 OR CAREERSERVICES@HIGHPOINT.EDU.

# TRADITION OF EXCELLENCE



*U.S. News & World Report* Recognizes  
High Point University as a  
**NATIONAL TOP 50 LEADER  
IN FIRST YEAR EXPERIENCES**

**#1 IN SOUTH**  
– 9 Consecutive Years at #1

**#1 INNOVATION IN SOUTH**  
– 6 Consecutive Years at #1

Recognized for  
**BEST VALUE SCHOOL**

**BEST UNDERGRADUATE TEACHING  
IN THE SOUTH**

