

How to Help your Child Find an Internship

Topic	Student Resources	How to help your child
Program Application	<ul style="list-style-type: none"> • Lunchtime seminar • Application packet (handout and on website) 	<ul style="list-style-type: none"> • Encourage him to complete all steps - Edmodo, Form, Resume, Essay and Teacher Recommendations. • Remind her to attend lunchtime meetings.
Identifying a Career Field of Interest and Networking	<ul style="list-style-type: none"> • Lunchtime Seminar • Handout with links to career interest assessments, including College Board website • Handout on Networking with chart to complete • List of current B-CC internships • Binders with 10 years of internships (Office - B131) • B-CC Intern job fair (late Feb/early March) • Edmodo – information and job opportunities 	<ul style="list-style-type: none"> • Discuss results of career interests assessment. • Help him develop a list of targets and prompt him to gather information about each. • Encourage her to consider all possibilities – <i>Never turn down a job before they offer it to you.</i>
Writing a Resume and Cover Letter	<ul style="list-style-type: none"> • Lunchtime Seminar • Packet with sample resumes and list of websites, including InternMatch website • Packet with sample cover letters and list of websites • Note: Submit hard copies of drafts to Ms. Farrar for feedback 	<ul style="list-style-type: none"> • Remind him of his accomplishments. Prompt him to use active verbs and to include relevant information – babysitting and lawn mowing are terrific! • Proofread the resume and cover letter. • Encourage her to pursue all leads, cc me on all outreach, follow up when someone doesn't respond, and see me when she is stuck.
Interviewing	<ul style="list-style-type: none"> • Handout on Interviewing with links to sample questions • Possible guest speaker • Handout on attire • Sample thank you notes 	<ul style="list-style-type: none"> • Help him develop a bulleted list of talking points. Tell him to <i>think like a politician and work those items into his answers.</i> • Remind her to ask questions. They are interviewing her but she is also interviewing them. • Practice and provide feedback. • Assist in identifying professional attire. • Remind him to write a thank you note.
Accepting a Position and Completing the Required MCPS Paperwork	<ul style="list-style-type: none"> • Packet of required MCPS paperwork 	<ul style="list-style-type: none"> • Discuss logistics before she accepts a position – can she work downtown and get back in time for practice? • Remind him to plan ahead and to complete the required paperwork by June 5.

**Our website is currently under construction. All resources will be distributed at student meetings and posted there.*

Please register your email address on Edline so you can receive important information and program updates.