

Intern-Ready

Brought to you by the Career Center

The Intern-Ready program can help you successfully compete for internships by teaching key concepts that employers say are critical.

To-Do Checklist

Complete TypeFocus and meet with a Career Coach to discuss the results.

- Visit www.typefocus.com and complete the personality, interests, and values assessments under the assessments tab. The access code is bsu788.
- Afterward, visit www.bsu.edu/careers/careerlink to set up an appointment with a Career Coach.

Conduct an informational interview or participate in job shadowing.

- Contact a professional in your career field to learn more about the career.
- Speak with a Career Coach if you need help finding a professional in your field.
- Remember to meet with your Career Coach to discuss the experience.

Have your résumé and cover letter reviewed.

- Visit the Career Center during drop-in hours or set up an appointment with a Career Coach.
- After your review, be sure to upload the documents to your Cardinal Career Link account.

Participate in professional etiquette training.

- Attend the Professional Etiquette Dinner or participate in the “Professional Image and Etiquette” workshop.

Complete a practice interview and have it reviewed.

- Log in through www.bsu.edu/careers/careerlink, find the practice interview option under the resources tab, and complete a practice interview.
- Remember to meet with a Career Coach to have it reviewed.

Attend “Using Your Creativity: Workplace Problem-Solving.”

- Learn effective approaches to solving workplace problems.
- Learn how to guide a team through the decision-making process.
- Watch for training dates through www.bsu.edu/careers/careerlink in the Events tab.

Intern-Ready items count toward Career-Ready requirements.

Discover more at www.bsu.edu/careers.



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Career Center

Do you want to get started on the Intern-Ready program?

1. Log in to Cardinal Career Link at www.bsu.edu/careers/careerlink.
 2. Select "Schedule a Career Coaching Appointment."
 3. Complete the form.
 4. Meet with your Career Coach to sign up for the program.
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What's in Intern-Ready for you?

- Employer site visit opportunities
 - 30% completion of the Career-Ready program
 - Development in résumé- and cover letter-writing as well as interviewing skills
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Are you currently searching for an internship? Make an appointment with a Career Coach through Cardinal Career Link to receive individualized assistance.

Resources to start your internship search can be obtained by visiting the Career Center at Lucina Hall 220. You can also call us at 765-285-1522 to discover other options we have for you.

Have you thought about gaining experience beyond an internship? Employers will be looking for other experiences, including volunteer work, leadership experiences, immersive learning activities, time studying abroad, and part-time employment. Meet with a Career Coach to learn more about gaining experience and the Career-Ready program.