



Internships and Experiential Learning

## Internship Search Strategies

### Networking

You may be surprised to learn how simply talking about your internship search can produce results. The Career Resource Center (CRC) sponsors numerous on-campus events where students and employers can interact.

- **Watch the [CRC event calendar](#) for ideas and dates.** Participate in events to interact with employers and alumni, for example: CRC Career and Internship Expo, employer information sessions, guest speaker events, case competitions, Coffee Cup Conversations.
- Utilize [UB Career Connector](#) to identify alumni and other contacts and reach out.
- Join a student club, professional organization, sports team, etc. and adopt a leadership role if possible.
- Volunteer in the community to meet people with like interests. You never know who you will meet!

### Online Resources

Employers posting internships in BizLink are exclusively interested in recruiting management students.

- **Check [BizLink](#) regularly for new internship postings.**
- Update your resume frequently and keep your most recent resume uploaded to BizLink.
- Set your BizLink profile to **allow emails** from our office to be included in special internship requests from employers.
- Keep your **Linked-In** presence up-to-date.
- Don't talk yourself out of applying - let the employer make the decision about your eligibility.
- Enhance your online search by checking our [links page](#), BullsEYE powered by Handshake, indeed.com, and by going directly to employer websites.



### Company Research

#### *What do you know about us?*

Knowledge can set you apart from other candidates in interviews, and can also help you decide if an internship site is right for you. Some basics:

- Visit the company website. What is the core business of the company? Who is their target market? If you do not have a company in mind, who are the reputable brands in your industry of choice and why?
- **If you're only looking at Fortune 500 companies, devise a plan B. Look for smaller, local or startup businesses as enhancements to your search.**
- Find your companies of choice on Twitter, LinkedIn and/or Facebook, and follow them.
- Most importantly, know how your areas of interest, skills and education align with your internship goals and companies of choice.

### Career Resource Center (CRC) Services

Advisors and knowledgeable student staff can assist you with key elements of your professional preparation.

**Improve your writing.** Use [V-Mock](#) to receive resume feedback, then bring your cover letters and résumés to the front desk of the CRC and request a critique through our résumé critique service.

#### **Come in for Quick Questions**

- Mondays/Wednesdays 2:00 – 3:00 pm
- Tuesdays/Thursdays/Fridays 10:00 am – 11:00 am
- 308 Alfiero Center

**Practice your interview skills.** Use **Big Interview**, or schedule a practice interview by stopping by the CRC.

**Make an advising appointment.** If you are confused, having trouble with your search, or need some general career advice, use BizLink to schedule an appointment for one-on-one advising.

## Popular Questions

### When do employers typically recruit for interns?

Semester	Posting Window	Internship Begins
Fall	July – August	Early September
Spring	September – December	Late January
Summer	January – April	Late May/Early June

### Early Recruiting

*Some employers recruit in the fall for the following summer; for example, accounting firms or well-established internship programs. Begin your search early, usually during the semester prior to your desired start date, and pay attention to deadlines!*

### What can I do to stand out from other applicants?

- **Create an impeccable online personal brand, starting with LinkedIn.**

Think as a professional. Every word, setting and message should be treated as a strategy that builds your reputation. Construct your LinkedIn profile in a manner similar to your résumé. Fully detail your experience, education, technical skills, community involvement and any other pertinent information. Include recommendations from your LinkedIn connections. Include a simple professional photo, preferably a headshot. Customize your settings for career opportunities. LinkedIn will send job alerts based on your selections. Connect to your Career Resource Center and Alumni Association. Update your profile on a consistent basis to convey new accomplishments. Using Facebook? We recommend “scrubbing” your Facebook page to eliminate anything that would be perceived as unprofessional.
- **Dress to impress.**

There is never a time when wearing jeans or casual outfits to an interview makes sense, unless directed to do so by the employer. Purchase a quality suit or separates to mix and match. Make sure the fit and style are proper – nothing too tight, short, oversized or flashy. Skip the cologne and perfume, and do not wear accessories that jingle, like bangles and charms, or giant watches that may bang into furniture. Absolutely do not bring your cell phone into the interview with you. When you dress and present yourself appropriately, you convey a sense of professionalism and respect.
- **Create business cards for networking.**

Bringing a resume to a networking appointment or event is contrary to the essential idea of networking – which is, in part, to learn from others with similar interests and goals as you. Try not to ask for something in the very first meeting. Create an opportunity for follow-up (such as a thank you email) and attach your resume at that time. Bring business cards to the interview as well, and offer your card while asking for theirs.
- **Follow-up and say thank you.**

Send a thank you email directly after networking appointments and interviews. Send an actual hard copy thank you letter after an interview in addition to the immediate email. [Sample thank you letters](#) can be found on our website. Employers appreciate this courteous step.

### What are employers saying?

Know yourself and how your accomplishments match the company’s needs. Employers consistently suggest that students who can discuss detailed examples of their skills and experience with confidence perform much better during the networking, interview and hiring processes. [Researching the employer](#) is a key step in this process.

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UB School of Management Career Resource Center  
308 Alfiero Center, Buffalo, NY 14260  
(716) 645-3233 phone (716) 645-3231 fax  
[mgt-internships@buffalo.edu](mailto:mgt-internships@buffalo.edu)