

ACE Internship Manual

2013

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Part I: Searching for Internships

A. Naviance

Naviance is an amazing tool that you can use to keep track of your standardized test scores, resume, activities, and internship opportunities. Naviance is updated regularly with numerous internships that you can apply for in all different kinds of fields, from art to business and technology. Check Naviance every so often to be updated on available opportunities. Naviance is the most useful resource when you search *specifically* with key words for interested fields when looking for summer program or internships. For example, searching "engineering" or "business", will be most effective in sorting through available opportunities and save time by eliminating a multitude of other opportunities geared towards fields you might not be as inclined to.

B. ACE Internships Website

<http://www.castilleja.org/page.cfm?p=941819>

[< Return to the Student Portal](#)

ACE

 internships
& networking
awareness | compassion | engagement

Welcome to the Database!

Search Internship Database

Browse Networking Opportunities

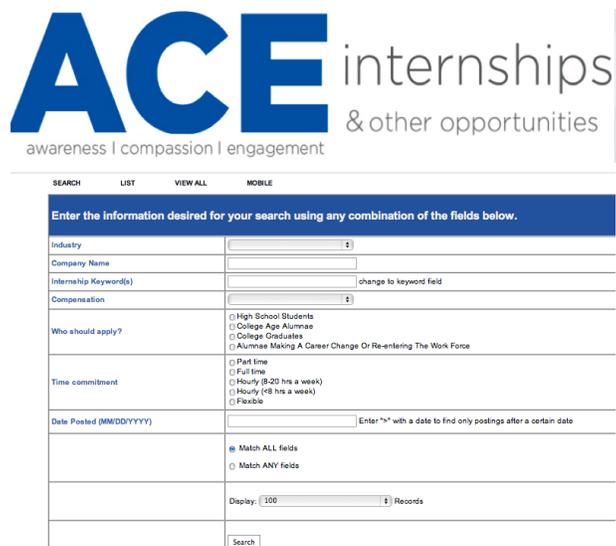
WELCOME to the newly launched Castilleja Internship and Networking site developed collaboratively by the Alumnae Office and the ACE Center to offer students and alumnae the opportunity to connect with the broader Castilleja community.

Alumnae, Alumnae Parents, and Current Parents are asked to submit internships and offer to network with students and alumnae as they explore different careers, advance their careers, or consider changing careers or re-entering the work force.

Thank you for helping to build the Castilleja Connection!

Searching for Opportunities

The ACE Internships Website, accessible through the portal on the Castilleja website (the purple square), is a great place to begin your search for an internship. In order to quickly sort through the many internship opportunities available, make use of the searchable internship database. There you can specify which type of industry, level of experience, time commitment, compensation, and even search for specific companies to help save time. Be sure to specify in the search criteria that you are looking for *high school student* opportunities -- the internships database also includes alumni opportunities as well, and some companies might not be looking for high school students for a particular position.



The screenshot shows the ACE Internships search interface. At the top, the logo reads "ACE internships & other opportunities" with the tagline "awareness | compassion | engagement". Below the logo are navigation tabs for "SEARCH", "LIST", "VIEW ALL", and "MOBILE". The search form is titled "Enter the information desired for your search using any combination of the fields below." and includes the following fields:

- Industry: [text input]
- Company Name: [text input]
- Internship Keyword(s): [text input] with a "change to keyword field" link
- Compensation: [text input]
- Who should apply?:
 - High School Students
 - College Age Alumni
 - College Graduates
 - Alumni Making A Career Change Or Re-entering The Work Force
- Time commitment:
 - Part time
 - Full time
 - Hourly (8-20 hrs a week)
 - Hourly (<8 hrs a week)
 - Flexible
- Date Posted (MM/DD/YYYY): [text input] with a note "Enter "*" with a date to find only postings after a certain date"
- Match options:
 - Match ALL fields
 - Match ANY fields
- Display: [100] Records
- Search: [button]

Browsing Opportunities

If you are unsure about your exact interests, do not fear. In order to get some idea of where to begin your search, spend some time browsing through the 'list' or 'see all' tabs at the top of the internships page where you can then view internships of all types, ranging from Business, to Design, to Technology.

When you find an internship that interests you, you can begin to contact the designated liaison listed for more information. Often, a resume and school transcript is required, although companies sometimes require short statements of intention or what you hope to gain from the experience. Some companies might require interviews. When going for an interview, make sure to dress properly and act politely -- the first impression is often the most important. Please see the pages on interviews, how to dress, and how to act for more detailed explanations. For more on how to create a proper resume, please see page 5 on resumes.

If you don't find an internship right away, don't despair. Check the ACE Internship site and Facebook page regularly to see if an internship opportunity becomes available that you might be interested in. Don't be afraid to wait for an internship that really interests you -- your experience will be more rewarding if you find a job or experience that you enjoy. Don't forget to reach out to the ACE Center if you cannot seem to find that specific opportunity you have in mind in particular. The ACE Center would be more than happy to brainstorm and to help search for more opportunities geared more towards your interests.

D. Networking

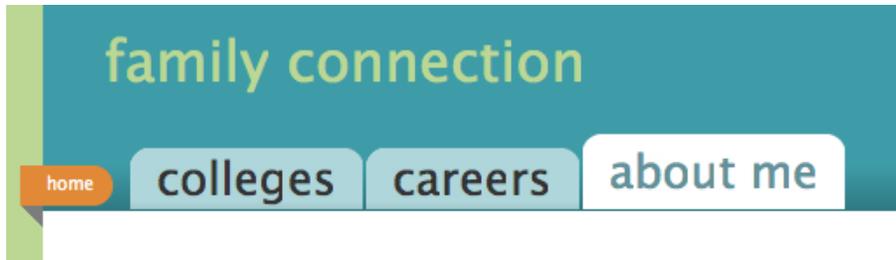
If you have completed an internship before, hopefully, you have kept in touch with your previous employers or mentors. Don't be afraid to reach out and contact them for recommendations or possible job opportunities. Usually, they are more than happy to help you out. Keep in mind during the internship and try to make connections with the people you meet at the company or shop you work at -- these relationships can come in handy in unexpected ways in the future.

Part II: Applying for Internships

A. Resumes

Using Naviance (<http://connection.naviance.com/castilleja>)

1. Register and/or sign-in using the login provided by the college counselors
2. Select the **about me** tab at the top of the page



3. Select the **resume** link under "Interesting Things About Me"

- a. Follow the directions to create your resume using **the Resume Builder**

Using the Resume Builder, you can tell us everything about yourself. Then, rearrange your information into multiple printable versions that you can use for whatever you need! The Resume Builder has just 3 easy steps:

1. Add entries
2. Rearrange the contents
3. Save and print!



Make a selection to start building your first resume!

add a new entry:

Technicalities

When you are sending your resume to a prospective employer through email:

1. The body of your email should be your cover letter. Please see the next section on what a cover letter should entail.
2. The resume would best be attached to the email as a PDF file, to avoid formatting issues. Make sure that the document title of your resume includes your full name (first and last); a generic title such as "Resume.docx" will be difficult for the employer to differentiate especially if there are other resumes also being considered.
 - i. For example: Jane Smith Resume.docx

B. Cover Letters

A cover letter should complement, not duplicate, the contents of your resume. Thus, rather than simply reiterating every accomplishment and skill listed in your resume, explain why you are interested in the internship, how your skills will specifically make you a good candidate for the internship, and ultimately, how can you contribute to the company's projects and goals. Typically you should address 1-2 specific skill sets that will be beneficial to the internship, rather than trying to say everything. In addition, make sure your letter is well-written, free of grammatical errors, and written in a polite tone. Be succinct but specific; since the person reviewing your cover letter might have read through several others already, it is important to add your own personal touch and show the reader early on why you are the best candidate for the position.

Here is a sample format:

Heading:

1. Your contact information (*Full Name, Address, Phone Number, Email Address*)
2. Date
3. Your employer's contact information (*Name, Title, Company, Address*)

Body:

1. Salutation (*Dear Mr./Ms./Dr. last name,*)
 - a. if you do not know who you are contacting, just write "*Dear Sir or Madam,*"
2. First Paragraph
 - a. Include information on why you are writing; mention the position you are applying for, and where you found out about the position. Include the name of a mutual contact if you have one as well.
3. Second Paragraph

- a. Describe what skills you have to offer; specifically gear your qualifications to match the job description you are applying for. Remember to not simply repeat your resume, complement and elaborate upon it.
4. Final Paragraph
 - a. Thank your prospective employer for considering you for the position. Also don't forget to let them know when you plan on following up your application.
5. Closing (*Respectfully yours, or Sincerely,*)
6. Signature
 - a. Example: Jane Smith
 - b. If you are mailing in your letter, have a handwritten signature.

Source: <http://jobsearch.about.com/od/coverlettersamples/a/coverlettsample.htm>

Here are two sample cover letters (letter on the left, email on the right):

Jane Smith
2000 Skylane Street
Palo Alto, CA 94306
cell: 555-555-5555
22jsmith@castilleja.org

June 7, 2013

Pauline Walker
Human Resources Manager
National Science Research Center
137 Cassis Lane
San Jose, CA94089

Dear Ms. Walker,

I am interested in applying for the scientific research summer internship position that was listed through Woodlawn School Career Services Office.

I have had a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry. Last summer, I worked as conservation assistant at Clumber National Park. I am seeking to complement this outdoor experience with a research internship in order to acquire the background necessary for a future career in scientific research. I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist at your organization and to expand my research skills.

I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,
Jane Smith

June 7, 2013

RE: Scientific Research Summer Internship Position

Pauline Walker
Human Resources Manager
National Science Research Center
137 Cassis Lane
San Jose, CA94089

Dear Ms. Walker,

I am interested in applying for the scientific research summer internship position that was listed through the Woodlawn School Career Services Office.

I have had a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry. Last summer, I worked as conservation assistant at Clumber National Park. I am seeking to complement this outdoor experience with a research internship in order to acquire the background necessary for a future career in scientific research. I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist at your organization and to expand my research skills.

I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

Jane Smith

2000 Skylane Street
Palo Alto, CA 94306
cell: 555-555-5555
22jsmith@castilleja.org

C. Interviews

For companies, a crucial part of understanding whether or not you are right for the internship is the interview. They want to see how you interact with others and get a feel for your interests.

Before your interview:

1. Do your research. Know information about the company. Know what they expect from their interns and how your passions relate to the company's work.
2. Be specific. How you would benefit the company? What specific qualities make you a better fit than other people who might be applying? Believe in your strengths but don't overestimate them. Also be able to admit your weaknesses.
3. Be prepared. Anticipate what your employer will ask you and prepare a list of 3-4 questions either about the specific job, company culture, or any other concerns you may have.

During your interview:

4. Be yourself. Don't try to act like someone you aren't. Try to relax and answer questions as best as you can. Companies want to see what you are passionate about and what makes you tick. They do not want to see someone who can do everything required but does not believe in the cause.
5. Be connected. If you find a common interest that your interviewer seems interested in as well, elaborate more on that common interest while weaving in how that interest shows how you are the ideal candidate for the position. Connecting with your interviewer will help make you memorable when it comes time for them to deliberate who to hire. For example, if you play soccer and your interviewer also enjoys the sport, you could expand upon how you've learned perseverance in the face of setbacks and good teamwork and collaboration skills from the sport and why you like playing soccer.

That way, you can connect with the interviewer while promoting your skills in an effective way.

6. Be professional. Show that you are mature and responsible enough to work in the real world with other adults. Don't make them feel like they are talking to a child rather than a young adult.
7. Be appropriately dressed. Make sure you are wearing work-appropriate clothing, meaning no jeans, shorts, short skirts, tank tops, etc. Wearing a crisp higher cut blouse and nice professional slacks would be an example of appropriate attire. Please see page 10 on How to Dress for more considerations to keep in mind.
8. Be polite. Nobody wants to hire someone who is constantly rude or disrespectful. Thank them before and after the interview and give proper credit where credit is due. Always thank your interviewer at the conclusion of the interview.

After the interview:

9. Be memorable. Send your interviewer a handwritten thank you note within 48 hours of your interview to help them remember you and make you stand out.

Part III: When You've Got the Job

A. How to Dress

Now that you are starting your internship, there are a couple of things to be mindful of. Remember to dress appropriately. For example, if you are working in a science lab, be sure to wear long pants and close-toed shoes. If you're working in a company, dress neatly in a business casual attire. Internships in other settings may require you to wear different types of clothes; in those cases, carefully observe the types of attire that others are wearing around you during your first few days, and take on a similar attire following others. Sometimes in high-tech companies, attire is fairly informal. However, as the intern, even if others dress informally, make a conscious effort to wear a nice, professional blouse and dark wash jeans if you wear jeans at all. Shorts (especially ones that are too short in length) and short skirts are not appropriate for a work environment almost always. It is a good idea to discuss appropriate work attire with your mentor prior to your first day of work so you will have a better expectation of what the company expects of its employees, and by extension, will expect of you. The way you dress will affect the way others view you, so make that first impression count.

B. How to Act

During (and of course before and after, but especially during) the internship, remember to treat your mentor with respect, and remain calm and levelheaded. Remember your place: the people you are working under are giving you *their* time and *their* guidance, so take that into consideration! They are not in any obligation to *you*; rather, you are in obligation to *them*. Never be disrespectful or rude, and think things through before you articulate your thoughts! Thoughtless words can lead to impaired relationships. If you have to disagree, do so respectfully, and remember to maintain an open mind. Most importantly, remember to respect people who are older than you. Disrespect could potentially lead to ill thoughts and an overall negative internship experience.

Part IV: When All Is Said and Done

A. Following Up

Congratulations! You have successfully completed your internship. Now, apart from reflecting on your experience and assessing what you've learned, it would be wise to stay connected. Whether it be your mentor or someone who helped you during your internship, stay in touch with them! Send them an occasional email inquiring how things are going and how their work or project is progressing. Ask for their advice. Doing this not only helps keep your connections strong, but it can also help you build your network. And who knows - perhaps keeping in touch leads to another internship or even a job that provides you with an even more enriching experience in the future! Good luck!