

## Cover Letters

The cover letter is designed to convince the employer that your resume is worth reading. You can use your internship to grab the attention of readers and encourage them to consider you.

Here are some examples for connecting internship experience to professional expectations of employers.

1. My internship at the Hyatt allowed me to gain experience in all the major areas of a luxury resort. That internship, combined with my degree in Hospitality Management, has given me a broad knowledge of resort operations.
2. While interning at Raymond James, I learned useful methods for determining the concerns and needs of financial clients. Those methods will allow me to be successful in offering the best consumer services to SunTrust's customers.

## Interviews

Many interviewers use behavior-based questions which require you to use actual experiences to describe what you can do. Internships provide opportunities for illustrating your best talents.

- Q. How would your past supervisors describe the quality of your job performance?
- A. My internship supervisor at Disney frequently commented about my eagerness to learn about the company and expand my skills. She also complimented my ability to work well with guests. On each of my official performance evaluations, she gave me an overall rating of "outstanding."

I remember one time when a family with three young children were posing with characters. One child was irritable and refused to be a part of the family photo.

I gave the 3-year old a Mickey balloon and helped create a perfect photo—my first goal.

My second goal was really to keep the long line moving. Other families appreciated my efficiency. My supervisor wrote a special commendation for my review.



# Internships connect coursework with job experience to make you more employable.

## Getting Your Foot in the Door

From your internship, you earned college credit while you gained real-world experience in your field. Now, you can **market** that learning and experience to show employers you have real potential. You have worked in a professional setting, seen the issues professionals face, and learned from skilled supervisors how to succeed.

Think about all the things you did and learned during your internship. That experience has given you an **edge** over many other job applicants. When you are hired, you will be ready to make a contribution right away.



## Resumes

A professional resume is essential to your career growth. Your resume should be carefully crafted toward the employer's needs. A resume demonstrates how you are prepared to succeed in **their** job.

You developed professional skills from your internship. During that time, you got to know more about your field and experience new tasks. In your resume, explain what you did and why that experience will make you a better employee for their organization.

Employers want to know what you can do for them, and they want to see evidence that you can do those things. Internships are **great** ways to prove your potential. If you were successful in your internship, make sure you show it on your resume.

Next, follow some resume tips to show how you can transfer internship experiences to career positions:

### *Basic style:*

**Intern**, YMCA, Tampa, FL, 2004

- Worked with summer programs
- Attended staff meetings

*The basic style only lists the most obvious information. Learn to explain your successes and transferable skills.*

### *Better style:*

**Sports Intern**, YMCA, Tampa, FL, Spring 2004

- Conducted telephone interviews on summer sports preferences for member families
- Developed summer program marketing campaign which included newspaper announcements, flyers, mailings and direct contact with previous participants
- Increased program participation by 13% over previous year
- Assisted in the hiring and training of 38 summer program counselors

### *Better style:*

**Management Intern**, Spring 2004

Lowe's Distribution Center, Frostproof, FL

- Learned methods of directing the logistics for a 200,000 sq ft center which ships to more than 250 retail locations
- Assisted in development of payroll records for 72 employees