

i nternships INSIDER

UConn

CENTER FOR
CAREER DEVELOPMENT

BULLETPROOFING YOUR REFERENCES IN THE HUNT FOR A NEW JOB

Having completed your fall internship, if you have not already, follow up with your employer to obtain a positive reference that can be used to further your career and serve as a useful example of your work ethic. When applying to new internships and using this fall's supervisor as your reference, make sure to call them again after you've applied to inform them of your outcomes. Showing that you appreciate their time can only help to strengthen that relationship.

[For more information, click here!](#)

WHAT TO LOOK OUT FOR WHEN WRITING A THANK YOU NOTE TO AN EMPLOYER

It is always important to express your appreciation to an employer for spending their time with you. Whether you just had a solid interview with them, or just finished your fall semester interning with them, be sure to reach out to them through email, or a hand written note if you're daring, to express your appreciation for the experience you had and the knowledge you learned. This is still a professional correspondence so be sure to include appropriate salutations and closings. You want the end of your internship experience to leave the employer with a positive impression of you overall.

<http://online.wsj.com/news/articles/SB121729233758791783>

3 WAYS TO BETTER UTILIZE LINKEDIN AS AN INTERN

LinkedIn can be an invaluable asset when it comes to your career. From the time you interview and an employer searches for your name online, to when your experience ends and you are requesting references from your previous boss, LinkedIn can be your best method of representing your personal brand. Consider asking your employer from this fall to endorse and write you a reference recommendation after connecting with them on LinkedIn.

<http://blog.linkedin.com/2012/10/05/career-checklist-for-students-support-network/>

THE PROPER WAY TO STAY IN TOUCH AFTER YOUR INTERNSHIP

Maintain a connection with your employer even after you step out of the office for the last time. It is a good strategy to keep in touch about three or four times a year. Try updating your employer with what you've been busy doing and inquire about what's new with them at work or if relevant, personally. It depends on the level of relationship you had with them.

Remember to keep it short but meaningful. You are not asking for continued employment; you are showing courtesy and professionalism.

<http://internqueen.com/blog/2013/05/my-secret-tip-staying-touch-employers>

CONSIDERING ANOTHER INTERNSHIP IN SUMMER 2014?

Be sure to visit the staff at the Center for Career Development to see if there are strategies for you to consider. There are internship and career fairs on and off campus, beginning on 1/29. Follow this [link](#) to see a list of upcoming events. Employers are posting in [HuskyCareerLink](#) and interviewing at Storrs through the On-Campus Interview Program.

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**The Center for Career
Development
WCB 201
860.486.3013**

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internships@uconn.edu