

# JOB AND INTERNSHIP TIMELINE

The timeline below is for your **first year** of graduate study here at UD. Since our degree programs vary in length and requirements, this is only a general guide. Be sure to consult with your academic advisor, program coordinator, and Lerner Career Services for specifics as they relate to your goals and anticipated graduation date. For International Students, keep in mind that you have restrictions on where and when you can work. The International Students & Scholar Services office is your best source for that information.

## FIRST SEMESTER

### Two weeks before the start of classes:

Review Lerner's Resume Guidelines for Graduate Students, as well as the sample resumes and tip sheets posted to the [My.Lerner Career Services](https://my.lerner.udel.edu/career-services/resource-library/) site. ([my.lerner.udel.edu/career-services/resource-library/](https://my.lerner.udel.edu/career-services/resource-library/))

Submit your résumé for critique using the Resume Worded tool on Handshake, which provides instant personalized guidance on your résumé. Access to Resume Worded is available soon after you commit to UD.

Revise your résumé based on your Resume Worded feedback.

Log into Handshake, update your profile and submit your résumé for approval:

- As an MS Word document (NOT a PDF)
- It should be one page, unless your previous background is related to your current career goals. In general, students who have less than 5 years of work experience should be able to reflect that in a one page résumé. Keep in mind that the best practice is to go back no more than 10 years.
- Name your Word document Last Name\_First Name\_Month\_Year

*Career Services will let you know if your résumé is approved or declined for use in Handshake. It is not unusual for a résumé to be marked as "changes required", especially if you do not follow the instructions above. Having an approved resume in Handshake will avoid delays in processing future internship and job applications.*

### By the first week of classes:

If your first résumé was marked "changes required," upload your revised résumé error-free and in professional business format, to Handshake.

- Once approved, your résumé will be available for employers to view online through Handshake. You will also need to have your résumé ready to submit for on-campus interviewing opportunities in Handshake and for all Career Fairs and recruiting events.

Register for Career Fairs, recruiting events and networking opportunities. These events typically take place in September, October, February, and March.

### During the First Semester:

Pay attention to deadlines and be prepared. Some companies (particularly public accounting firms) recruit students very early in the semester, so it is important to monitor Handshake, as well as company websites, for internship and job opportunities. You can also find on-campus and virtual Employer Information Sessions listed under Events on the Handshake platform.

Update your LinkedIn Profile so it reflects your current skills and career goals. Be sure to

personalize your LinkedIn URL and add it to your résumé. 87% of hiring managers and recruiters will check out your LinkedIn profile before deciding to invite you to an interview!

Attend on-campus job fairs, such as Meet the Firms, the Fall Career & Internship Fair and the Spring Career & Internship Fair. You can find additional fairs, events, and meet ups on Handshake. Registration is required to attend these events!

Watch our [Mastering the Interview workshop](#), and schedule a practice interview with Sarah Baker Andrus or Jessica Venturi to prepare for interviews and networking conversations. Prior to your practice interview, you may want to complete your own privately recorded interview through Big Interview (free when you sign up with your UD email address).

Get involved on campus to build your résumé and network. Join student organizations and participate in campus activities that relate to your interests. Employers prefer a well-rounded candidate!

**International Students:** Attend all appropriate workshops provided by the International Student and Scholar Services (ISSS) office, especially those pertaining to Optional Practical Training (OPT) and Curricular Practical Training (CPT). You are responsible for understanding the rules around your work authorization.

Apply to participate in the [Lerner Executive Mentoring Program](#), which offers students an opportunity to be matched with a professional in their intended field who has at least 10 years of experience. The mentoring relationship offers a chance to ask questions and get advice on job hunting, professionalism, career insights and more.

Check the eligibility requirements and formally apply for the [Lerner Graduate Internship Program](#) to be considered for selected graduate internship roles through Lerner College and our company partners. Admission to the program is required before you can apply to specific graduate internship roles.

Research and build a list of target companies for full-time job opportunities. Go directly to company websites for information about how to submit your résumé. Conduct a targeted campaign focused on companies of interest. Also, network with fellow students, faculty and alumni, as well as friends and family.

Do not rely solely on on-campus interviewing for internships and full-time positions. You should be networking with UD alumni at your target employers, checking company career pages, and following up on all applications over the course of the semester.

Review cover letter and correspondence resources. You can find templates and examples of cover letters on the My.Lerner website (Career Services > Resource Library > Cover Letter)

## SECOND SEMESTER

Update your Handshake profile and upload a new résumé reflecting any new skills/experiences.

Keep a close watch on your email and on Handshake for notices of Graduate Internship openings, and follow the application instructions carefully, noting requirements and deadlines.

Schedule a meeting with a member of the Lerner Career Center staff to review job search objectives.

Conduct informational interviews with alumni working in positions, companies or geographic areas of interest using LinkedIn.

Continue to attend on-campus job fairs and networking events. However, do not rely solely on on-campus interviewing to land internships or full-time jobs.

Continue to research and hone your list of target companies for full-time job opportunities. Go directly to company websites for information about how to submit your résumé. Conduct a targeted campaign focused on companies of interest. Also, network with fellow students, faculty and alumni, as well as friends and family.

Determine your market value by researching salary statistics by degree, location, career and industry. Begin with O-Net, a data source from the US Bureau of Labor Statistics, which offers information on salary ranges, geographic differences based on cost of living, and the general outlook for opportunities in specific career fields.

## SUMMER

If you are eligible to work in the US, (which for international students requires the completion of consecutive Fall and Spring - or Spring, then Fall semesters - Summer/Winter do not count) then the best use of your summer is to serve in an internship. That process starts early, so you should start looking 6 months ahead. If you are unable to get an internship, or are not eligible to work, the summer can be a great time to:

Pursue alumni connections, conduct informational interviews, and research your target companies

Add skills to your résumé through certificates and specialized training

Hone your interviewing skills, build a portfolio of work, and practice your analytical skills to prepare for technical and case interviews

**Graduating International Students:** Apply for your *Optional Practical Training (OPT)* in a timely manner so that you are eligible to begin working full-time for your prospective employer. It can take at least three months for OPT to be authorized. If you are not eligible to begin working when the employer requests you to start, the employer may not wait for your OPT authorization. Therefore, it is important you plan ahead. You can submit paperwork for your OPT beginning three months before your graduation date.

### LERNER CAREER SERVICES

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[my.lerner.udel.edu/career-services](https://my.lerner.udel.edu/career-services)