

Job Search appointment:

- Appointments are approximately 45 - 60 minutes long.
- If possible, bring a copy of your resume and cover letter.
- Come prepared to discuss your interests and goals for the future.
- Be ready to discuss your current employment status, any steps you have already taken to achieve your career goals, industries that interest you, and the geographic location of your job search.
- The counselor will provide guidance regarding what steps to take next in your job search, and how to take those steps successfully.
- The counselor will provide you with job searching tools, resources and materials.
- Don't worry if you are just beginning your search; the counselor is there to help you, regardless of where you are in the process.

Internship Search & Discussion appointment (all internships including information on CHOICE, PATHWAYS, WASHINGTON CENTER, MA LIFE SCIENCES, etc.):

- All internship exploration should be discussed with your Academic Advisor **prior to** meeting with our office.
- Appointments are approximately 45 - 60 minutes long.
- Bring a copy of your resume and cover letter.
- If possible, know the specific internship you are applying for and what skills the position requires. Bring a copy of the internship advertisement or be prepared to find it online.
- If you do not have a specific internship in mind, be prepared to talk about your interests or goals so that the counselor can help you identify internship resources.
- Be ready to talk about your experiences and achievements, and how they may relate to your internship.
- You will be asked about what steps you have already taken, as well as receive guidance regarding what steps to take next.
- Be sure to meet with your **ACADEMIC DEPARTMENT'S** internship coordinator for information about internship credit and approved internship sites.