

SUMMER INTERNSHIP PROGRAM 2025



SUMMER INTERNSHIP PROGRAM CHECKLIST 1: APPLICATIONS AND INTERVIEWING

For more information: www.tri-c.edu/summerinternship

APPLICATION PROCESS – January 13 – February 28

- ❑ **Activate Handshake:** visit tri-c.joinhandshake.com and log in with your Tri-C S# and password.
- ❑ **Update your resume:** You will need your resume to apply for all Tri-C Summer Internship Program (SIP) positions. Need some inspiration? Check out these helpful resume resources:
 1. [Resume Example - PDF](#), [Resume Example - Google Docs](#)
 2. [Resume Guidelines and Checklist](#)
 3. [Resumes That Get Results 2.0 – On-Demand Workshop](#)
- ❑ **Meet with a Career Coach:** To finalize your resume, [click here](#) to schedule an appointment on Handshake.
 - [Click here](#) for a step-by-step guide about how to schedule!
- ❑ **Search for SIP 2025 positions:** In [Handshake](#) (January 16 – February 28). Click on the Jobs Tab and enter “SIP 2025” in the search bar to view all job postings.
- ❑ **Apply to Relevant Positions:** Review and apply for SIP positions related to your career interests and goals. Be prepared to interview for every position you applied to.

INTERVIEW PROCESS – February 28

- ❑ **Attend the in-person Interview Fairs:** Friday, February 28, 2025.
 - West Campus, Gymnasium (9:30 am to 12pm)
 - Metro Campus, Gymnasium (2pm to 4:30pm)
- ❑ **These Interview Fairs are your *only* opportunity to meet and interview with hiring supervisors.**
 - Check Handshake for attending employers and register to attend. You may choose to attend one or both, depending on whom you would like to interview with.
 - Arrive 30 minutes early and plan to attend the entire duration of the fair.
 - Review job descriptions ahead of time, as it is likely the employer will ask you why you want to work with them.
- ❑ **Prepare for your interview:** [Check out this video to help you prepare for your interview.](#)
- ❑ **Send a thank you:** Email within 24 hours of your interview. [Watch this Interview Follow Up Video for thank you letter ideas.](#)
- ❑ **Submit your preference form (*Only if you interviewed*):** Rank your preferred positions after all interviews by
 - [Student Preference Form](#)—by February 28
 - Note: Submit only one form
- ❑ **Questions?** Reach out to careerservices@tri-c.edu.