

CDC SUMMER JOB/INTERNSHIP PLANNING GUIDE

EXPLORE

FALL

Define your summer goals and get acquainted with the CDC'S resources

- Explore and identify possible summer job/internship options
- Create a Cardinal Careers account to access the job/internship database and get activated for Cardinal Recruiting (on-campus interviews)
- **Events to Attend** (see CDC calendar for details): Early Deadline Internships, career assessment workshops, and the Fall Career Fair

Explore and research how to achieve your summer goals

- Research the CDC website and visit the CDC Career Resource Center (focus on internship and majors/careers resources)
- Conduct informational interviews with Stanford alumni (through the Stanford Career Network) or participate in the CDC Shadow Program

Prepare to apply for internships with early deadlines

- **Deadline Alerts:** U.S. State Department, CIA, FBI, communications & media internships, and some engineering opportunities
- Attend a resume and cover letter workshop and have your resume/cover letter critiqued at the CDC
- Begin to search for internships through Cardinal Recruiting (opportunities include investment banking, finance, consulting, engineering/hi-tech, and others)
- Use the holiday break to your advantage: contact employers, fine tune your resume/cover letter, and do any of the above steps as necessary

- **Meet with a career or peer counselor at any point to discuss these steps or any other internship concerns**

CONNECT

WINTER

Search and apply for opportunities

- **Deadline Alerts:** Cardinal Recruiting positions in investment banking, finance, consulting, engineering/hi-tech, and others (January); Haas Center Fellowships (February)
- **Events to Attend** (see CDC calendar for details): Frosh Open House, Cardinal Recruiting Orientation, summer job/internship workshops, resume/cover letter workshop, interviewing workshop, career fairs, Career Week
- Create a search agent to receive email notifications of positions through Cardinal Careers
- Find out about research opportunities through various academic departments and/or Undergraduate Advising & Research (UAR)
- Prepare and send internship, fellowship or research applications
- Schedule a mock interview appointment with a career counselor

Continue to look and apply for more opportunities

- Network with faculty, friends, family, and alumni to find out about opportunities; use the CDC's web resources on networking
- Use spring break to contact employers and apply for more opportunities if necessary

Follow up with outstanding applications

- Contact organizations to find out the status of your applications

- **Meet with a career or peer counselor at any point to discuss these steps or any other internship concerns**

DO GREAT THINGS!

SPRING

Continue to look, if you have not secured your summer plans

- **Deadline Alerts:** UAR grant applications (early April)
- **Events to attend** (see CDC calendar for details): Spring Career Fair
- Make necessary preparations for your internship (housing, funding, and transportation)

Develop last minute strategies

- Consider volunteering, short-term shadowing, temporary work, summer camp work, service-oriented jobs (retail, cafes, healthclubs, hotels), study abroad or other summer courses
- Don't forget to check the jobs/internship database often as new opportunities are posted every day

- **Meet with a career or peer counselor at any point to discuss these steps or any other internship concerns**

cardinalcareers.stanford.edu
For appointments or questions call: (650) 725 - 1789