

OPCD Podcast: Episode 2 - “Internships” (9/3/2014)

Interview with Dr. Jimmy Lawrence, *Executive Director of the Office of Professional and Career Development, Harbert College of Business* and

Ms. Alexis Tringas, *Senior in Finance, Harbert College of Business*

Voiceover: Hey everybody, this is Anna and we’re talking internships on this week’s episode of the Harbert College of Business OPCD Podcast - stay tuned!

Internships are a learning experience from beginning to end. How to present yourself, polishing a resume and cover letter, then surrounding yourself with people who are established in the field and learning more about various employment opportunities. Gaining experience in what may become your career and learning to maintain those relationships that will be your supporters and references. And according to Dr. Lawrence, the executive director of the OPCD, when it comes to internships there’s no such thing as starting too early.

Dr. J. Lawrence: One of the main things that students to know about internships is that they need to start early. Even though they may be looking to intern the summer of 2015, we have a lot of employer activity in the fall semester. We’ll have activity also in the spring, but if there’s one semester the employers tend to come to it’s going to be the fall. So our career weeks that are coming up in September and October, very important to engage during those time periods, very important to go to information sessions that you see advertised, and very important to interview. Because even this early it’s a good time to start interviewing.

Voiceover: But of course before the interview comes the application process. And who better to talk with about that than a student who has just recently completed her internship?

A Tringas: I am Alexis Tringas, my major is Finance and I am a senior. I thought I was doing really well with the whole process by just jumping right into things, writing a standard cover letter and just changing the company’s name in it. Sending that out and applying to as many as I possibly could. And I slowly learned, after a few months of not hearing back at all, that the cover letter is really important and it needs to be tailored more to what they’re actually looking for in the job description. Looking very deeply into what they do and what you’d be doing as an intern and kind of selling yourself more for each cover letter.

Voiceover: And the great news is the OPCD is available five days a week to help you with just that, as well as a whole lot more.

Dr. J. Lawrence: We can do cover letter reviews, we can do resume reviews, we do mock interviews. We’re more than happy to sit and talk with you about your specific career interests and how to go about strategizing who to contact. One of the main things we want students to know if they use the OPCD is: we’re equipping you to be involved

with on-campus recruiting while you're here as a student. But even more-so, once you leave Auburn, you need to have the abilities to look for jobs and opportunities.

Voiceover: So beyond resume help and interview practice, how else can the OPCD help connect students with potential employers?

Dr. J. Lawrence: One of the things about the way that we do on campus recruiting in the College of Business through the OPCD is we are constantly looking for employers that are trying to recruit both interns and full time hires. So one of the things that's also important early in your process, once you start thinking about an internship, is to register with Tiger Recruiting Link, which is our online career management system. You will set up a brief profile. You will come back and submit a resume for us to take a look at to give you feedback on and to approve. Then you're eligible to submit those for on campus interview schedules. Those will start in September, run through roughly mid-November. Then we'll start up in late January and go close to the beginning of April.

Voiceover: So if you'd like a little help with any part of the process that was just mentioned, check out the College of Business website for more information. Or stop into the OPCD office - located in Suite 101 on the first floor of Lowder - to make an appointment.

A. Tringas: Really get to know everyone around you in every possible way you can. Because internships very often come from people that you know and people that they know. By taking what you have around you in the College of Business as far as organizations, coming in to the OPCD, getting really involved in getting to know people, that's really going to help you. Because everyone has advice and opinions for your future. So listening to all that around you as you get closer to having an internship, it's really helpful.

Voiceover: I so appreciate Alexis and Dr. Lawrence sharing their thoughts with us today and I hope you'll keep checking back each week to catch the latest episode of the Harbert College of Business OPCD Podcast. As promised, we are now available on iTunes or you can check out the OPCD facebook page for the weekly link. That's all I've got for you today but we'll see you back here next, same time, same place. Until then - see ya!