

Marist English Internships & Job Hunting Advice

Last updated April 2021 by Dr. Curley

Table of Contents

- **Getting Started (slides 1-7)**
- **Finding Positions (slides 8-11)**
- **Caveats (slides 12-14)**
- **Internship Advice for Current Students (slides 15-18)**
- **Pandemic Implications (slide 19)**
- **Other Tips & Tricks (slides 20-23)**
- **Record Keeping for the Future (slide 23)**
- **Portfolio Building Tips (slide 24)**
- **Post-Internship Market Transition Tips (slide 25)**
- **Contact Information (slide 26)**
- **Resource Links (slide 27)**

Getting Started

Set a schedule:

- Start your resume and cover letters now.
- Know the hiring seasons for your discipline (especially theatre & education)
- Start your hunt now and don't wait until the last minute to apply.
- Job-hunting is neither easy nor fast. Schedule regular times to work on it.

Getting Started

Be creative:

- You are NOT your major. You are a well-rounded person with many skills and interests.
- Think about businesses and agencies whose work you value. Check their Human Resources or Employment sites.
- Think about your hobbies and places where spend an inordinate amount of time.
- What do you value? There are job banks for everything: (www.jobsthatareleft.com or www.gop.com/jobs or www.nonprofit-jobs.com or www.idealists.org)
- Look at government sites (USA Jobs & state agencies) as well as companies and non-profits
- You are part of many networks, including the Marist alumni network. Use them judiciously and professionally.

Getting Started

Do your research:

- Research what job titles actually mean. You are not “executive director” material yet, nor are you “artistic director” material yet. Apply for jobs that are appropriate to your skill sets – thus you need to know what your skills are and what the workforce requires and what terminology is used.
- Look into the company before you apply so that you can customize your materials
- If there’s a profession that you want to enter, then research where those jobs are most likely to be listed.
- If there’s a city where you want to live, then check out the local papers and research the listing sites most commonly used in those cities.
- Be realistic about your skills, salary expectations, and experience. Research desired fields and cities.
- Remember that your first job is your first job. It is not your life-job.

Getting Started

Use technology, and use it well:

- Set up email alerts at job search sites that tend to carry the positions you're interested in pursuing.
- Save your documents! Make back-ups.
- Remember that you might need to vary keywords: editor & editing, theatre & theater, etc.
- Always save documents to be mailed as PDFs so that your formatting remains consistent
- Label your files when you submit with your name and document type. Imagine being the person sifting through 300 applications downloaded from an HR system. Your Name CV and Your Name Resume will automatically stand out from the hundreds of files named CV, Resume, JobApplication47 and the like.
- Watch your digital footprint! Monitor, delete, limit access, and be smart on social media.

Getting Started

Be organized:

- Keep a master document which has all of your experience in it. Build individualized resumes from that.
- Keep your cover letters organized so that you can carefully reuse existing pieces of text for multiple positions. Just be sure to proofread and customize for each job.
- Match your letter content and resumes to the job requirements – this is where it's easier to start by cutting and pasting from your master resume and from either prior letters or a file of letter sections that you can reuse as appropriate for each job.
- Check in with your references early and often – and keep track of their information.

Finding Positions, part 1: Where to start looking

- Career Services has subscriptions to various listing services. Familiarize yourselves with those.
<https://www.marist.edu/academic-resources/career-services>
- FoxQuest at Career Services is a combination CV listing site and job site. Register now.
 - Don't search by Major in FoxQuest - search by skill - writing, for example.
- Each professional discipline has specialized listing services. Some links at the end of this document
- Use the Internet well. Do not forget everything you have learned about how to research, assess sources, and locate information – just as there are sketchy research sources, so are there sketchy job sites.
- Dr. Curley runs a Twitter feed that is only entry-level jobs, internships, and Marist Career events. You do not need an account to view it: @englishinterns or look for Marist English Interns.

Finding Positions, part 2: Listing Services

There are listing databases and listing compilers, but just as the Library's FoxHunt gives you eight million results, so will Monster.com and internships.com. LinkedIn and similar services allow you to cater your results, so use those search limiters.

- There are focused listing services, arranged by discipline, type of job, or ethos, while others are paid listing sites. For example:
 - Idealist.org: positions from non-profits and other public service orgs.
 - All federal jobs are listed at USAjobs.gov
- Some disciplines have specific listing sites (such as Artsearch at TCG). Your advisor will know those sites, if they exist. These sites may require payment to list the ads and payment to access the ads. Marist has many subscriptions like this. See Career Services.
- Some have a specific flavor (internqueen, for instance) – browse them and you'll know whether the jobs which tend to appear are of interest to you.
- Some places are so well known that they never bother using listing services because “everyone knows” about them or because they're using targeted social media recruitment campaigns directed at people who are already in the know. For these opportunities, you need to make yourself a person in the know by following the org on social media or, the faster route, going to their website.

Finding Positions, part 3: Multinational & Other Corporate Quagmires

Navigating Complex Institutions

- Say you want to work for the Eleanor Roosevelt Historic Site, *The Daily Show*, *Esquire*, or the National Museum of American History. These are discrete workplaces, but larger corporations or institutions such as The National Park Service, CBS, Hearst, or The Smithsonian Institution handle the employment processes for these workplaces. Sometimes.
- Remember how you needed to learn how to navigate Marist? Use those skills here. Where are the listings? Start small – at the org level, and hope that the website links you to the relevant larger site. Otherwise, think about which institutional structures to which they belong – and try *that* website instead.

Finding Positions, part 4: Navigating Websites as a Job Applicant

- In general, websites will have internship information listed under Careers, Human Resources, Jobs, Employment or similar headings. Sometimes these are pretty easy to see at top-bar menus, but sometimes you'll have to scroll all the way down to the fine print at the bottom of the home page or search the site from within the site.
- Occasionally, especially at smaller presses, you'll find the job listings linked from the "About Us" page (or something similar) rather than from the home page.
- Try not to start with Google, as you can end up at third-party sites that don't have the most reliable information about deadlines and application processes. Always check where you have landed – and make sure you're on the institutional site.
- For some of the major presses, like Simon and Schuster, the sites will have their own internship listing and process.

Caveats! Part one

- **Be on the lookout for weird scams.**
 - There are always a few weird scammy internships. The pandemic and budget crises might increase these.
- **Beware the exploitative positions.**
 - Are you getting bylines for your work? Are you getting paid a reasonable salary? If unpaid, then can you afford the position or do they expect you to work 80 hours a week for free without housing, meals, or transportation?
- **Trust your gut.**
 - Does something feel off? Do the people feel off? It is okay to walk away or ask for advice, but beware the people who tell you that you have to sacrifice yourself for your career.
- **If you're ever unsure about a position, then send Dr. Gaeke, Dr. Graham, or Dr. Curley an email, and we'll take a look around.**

Caveats! Part two

Third Party Aggregators and Listing Services:

- There are sites and databases where people intentionally post job ads, and then there are sites that make money through advertising and clicks on links which may be outdated, non-existent, spammy, and the like.
- Always confirm at the institutional site to make sure the job exists, is still taking applications, and where those applications need to be submitted.
- Why should you not trust the aggregators?
 - Typos in the repost – especially years and dates – can mean the job is long filled.
 - Jobs get approved for listing, the ads go out, and then any of these happen and the ads aren't updated:
 - The position is defunded
 - The deadline changes
 - They get swamped with apps and close the search early
 - The institutional needs have changed since posting and the listing is updated on the institutional website only
 - And more... like a bot picked up an ancient listing from 2009 and listed it yesterday as if the job exists now

Caveats! Part three

Related Caveats:

- Some places use application systems such as LinkedIn to process their applications –make sure that you have verified that this is the process by checking out the institutional website.
- Some places only put listings on the third party sites like LinkedIn, so your attempts to verify might be thwarted by a lack of information on the institutional website. In this case, ensure that you're looking at a current ad, ensure that you're applying through a legit site, and ensure that you're following the ad directions before applying.
- Some places will eventually list the jobs on the institutional site, but only after letting the third party site listing be live for a few weeks, too. Sometimes this is intentional, sometimes this is the nature of large corporations.

Internship – Specific Advice for Current Students

- The way the system works here at Marist really puts the onus on you all to find the positions because the department does not have any standing internship positions at sites in the area, though there are places with long histories of hiring Marist students. (Some other departments on campus work differently – if you're talking with your friends in other majors, then don't assume their process will be the same as your process.)

Internship – Specific Advice for Current Students

Summer Internship Considerations:

- Many internships will require you to be there for a full or partial day (or two) during the entire regular semester and often 3-5 days in the summer, so transportation & access are issues to consider. (assuming it is not a remote position)
- Where can you get to with ease from where you are living this summer?
- Where do you have relatives or friends with whom you could stay -- assuming travel isn't restricted?
- What does your schedule permit?
- What other commitments are you juggling in terms of work, family, etc?
- Can you afford to do a part-time summer internship? If so, then can you arrange your work schedule around this position?

Internship – Specific Advice for Current Students

Academic Year Considerations:

- Can you get off-campus or not with ease?
- If so, what does your schedule permit? When are your required classes? When are those classes actually being offered?
- Most of the internships in the city will require you to be there for a full day (or two) during the entire semester, so transportation is an issue.
- The City of Poughkeepsie / Hudson Valley posts are also transportation challenges because public transit isn't the strongest, but you can usually fit them into a class schedule with some more ease, assuming you have big blocks of time available on a couple of days.
- What other commitments are you juggling in terms of work, family, etc?

Internship – Specific Advice for Current Students

What fields or positions do you want to explore?

- This is really a time to explore career options -- so think about industries you want to work in and how you might be able to find positions with companies or organizations that do that work.
- Look at the books on your shelf, the programs on your computer, the websites you visit often -- those are good starting places. Do those folks have internships?
- Do similar companies in this area have positions?
- Do you enjoy going to particular kinds of places on weekend trips or vacations or when you walk past? (Think: stores, historical sites, farms, etc.)
- What are your hobbies? Can those provide position opportunities? (Everyone needs writers – even NASA.)

Pandemic Implications

- Think about work that can be done remotely (editing, publishing, etc) vs. that which cannot (some parts of TV/Film, etc.), but be sure to ask as well.
- Be sure to clarify whether a remote position is remote permanently, temporarily, or if that is negotiable. You don't want to have a week's notice that you need to be in California.
- Think about safety protocols – and ask about them. Does the company's risk management approach match your risk aversion and needs?
- Think about technology access in case of remote work. How many people are working from your home and sharing wifi and computers? Will you be able to add specific programs to computers? Will the company support you with these concerns?

Other Tips & Tricks:
Writing to your
audience... or to the
computer algorithm

Is a Human Reading my application? And if so, for how long?

- Maybe, maybe not. It's well known that the federal government uses a computer algorithm to scan all applications, looking for the keywords in the ad. You must hit all of those words, repeatedly, in your application, to beat the algorithm so that your app gets in front of a human.
- Other workplaces use similar systems, and some have humans doing the scanning, looking for keywords. Once a real human does get your application, they're looking at it for seconds. *Seconds*. You must have an easily skimmable application.
- Formatting matters. Use bold, headings, etc., judiciously and for effect.
- Follow standard patterns in your target discipline, which may differ from the general broad advice offered to folks. Ask your advisors and look for reputable online advice or participate in resumes review processes on and off-campus.

Other Tips & Tricks: Deadlines Really Matter

- **You know how your assignments have had deadlines and some of your professors are really stern about them – and every single class was different?**
- All of that will follow you through the job application process.
- Some places do apps with deadlines and some do rolling apps (in which case you always want to apply as soon as you see the posting).
- Some post announcements before the systems open and others do not have any listings up until the app system goes live.
- Resist all urges to wait until right before the deadline to apply. If a place is getting hundreds of applications, they may start reading apps before the deadline. Do not procrastinate.

Other Tips & Tricks: The confusing etiquette of following up

- **Whether or not to follow-up after the application** varies significantly by job and discipline, but if the ad says “no calls” then they mean “no calls (or emails.)”
 - Some people who will automatically eliminate applicants who can’t follow this kind of direction because if you can’t handle this kind of social norm, then they don’t want to let you loose in a courtroom with their clients’ livelihoods on the line. Don’t be that applicant.
- **Whether or not to follow-up after an interview (phone or in person) however is simple: YES.** Send a thank you note. Do not grovel, and generally resist the urge to clarify your answers unless the interviewer specifically asked you for additional information.
- Email is good.
- Hand-written note cards are also nice for folks who went out of their way to help you on-site but who are not involved in the hiring process (like the administrative assistant who handled all of your travel and scheduling). Hand-written note cards are also nice for interviewers, but sometimes time is of the essence, and email is faster for the decision-makers you met.
- What to do in this thank you? Thank them for their time. Reiterate your interest in the position briefly and using specifics. Keep it short and sweet.

Record Keeping for the Future

Record-keeping:

- While you still have the experiences fresh in your minds, make the following files and save them:
- **A full master list of every job, intern, and volunteer experience** you've had – with full dates, supervisors, duties, business addresses, etc.
 - You'll realize as you keep applying for jobs that sometimes the items you've cut from your resume become relevant again.
 - That year you spend at the dog pound playing with the puppies won't be on your resume for editing jobs ... until you apply for a job as an editor with the ASPCA, who will love your editing and pound experience. So, keep one master file of everything you do.
- Likewise, keep a **master file of artistic output** (theatre experience, all publications, etc.)
- Third, have a master file of your work and internship and volunteer supervisors, with **contact information**. It's a very small world. Contacts matter.

Portfolio Building Tips

Portfolios:

- **Save your files.** Save them in a backup drive, in transferable file formats, and save them in logical and organized folders. One day, three years from now, someone will give you two hours to email them a copy of something you produced in 2016. Be able to access it quickly and send it along.
- For those of you who produced online content, be sure to **save your work as PDFs** now before the websites pull your content and you lose access to it.
- If you have work that's on display somewhere, take **high quality high-resolution (300 dpi) photographs** of that work now. Use a real camera and not your phone wherever possible. Keep them backed up, clearly labeled, and clearly correlated to your master list of experiences.
- **Respect copyright laws with photos.** Make sure you have a credit list of who took the photo, who is identifiable in the photo, and who produced any other work displayed in the photo. (Theatre folks: videos are generally forbidden by production licenses). Reputable outlets won't reprint your work if you cannot provide this information.
- If you were in a reading or a production, then **save the programs.** You may find yourself looking for the name of the other people with whom you worked.
- **Save your best research papers** for graduate school applications. (~15-page strong, heavily revised papers, in the appropriate disciplines)

Post-Internship Tips for the Job Market Transition

Professionalization Tidbits that Matter:

- The day after you finish your site work for an internship, send a **thank you email** to everyone to whom you reported and with whom you bonded at the office.
- Then, send a follow-up personalized **thank you card** (snail mail) to anyone with whom you will want to maintain continued contact.
- **Line up future references now.** (From site supervisors, employers, and professors)
 - Assess your field and future goals. Do you need hard letters or do you need a list of telephone references?
 - Ask your site supervisor or whomever is best positioned to give an informed reference if you can list them on your resume.
 - If you're in a letter discipline or planning to go to grad school, then use a dossier service like Interfolio to keep track of confidential references. Let people know your plans now.
- **Keep in touch!** Identify the folks who are most likely to be a good reference in the future and stay in touch with them. An email periodically (~6 months) is good. If they're social media users who invite you to follow or friend them, then keep in touch that way. Match their level and methods of contact and professional interaction.

Contact Information

- **Questions about the internship registration process, the internship class, or getting an internship approved for credit?** Contact Dr. Melissa Gaeke, Director of the Center for Civic Engagement and Learning and English Internship Coordinator.
Melissa.gaeke@marist.edu
- **Questions about types of Internships available in English?** Contact Dr. Lea Graham
Lea.Graham@marist.edu
- **Questions about the content in this document?** Contact Dr. Eileen Curley (the author) at
Eileen.Curley@marist.edu
- **Questions about whether an internship can fit in your schedule here at Marist?** Contact your academic advisor or Dr. Graham.

Links!

Commonly Used Job Listing Sites for English/ Theatre:

- Artsearch www.tcg.org/artsearch
- Bookjobs <http://www.bookjobs.com/>
- HigherEdJobs https://www.higheredjobs.com/?locale=en_US
- Idealist <https://www.idealists.org/en/>
- Marist Career Services: <https://www.marist.edu/academic-resources/career-services>
- Marist English Twitter Feed of Jobs & Internships: <https://twitter.com/englishinterns>
- Non-Profit Jobs <https://www.nonprofit-jobs.org/>
- Playbill <https://www.playbill.com/job/listing>
- Publishers Lunch <https://www.publishersmarketplace.com/jobs/>
- USA Jobs <https://www.usajobs.gov/>