Weston Career Center Services and Resources

CareerLink
Where employers and talent connect

CareerLink (part of the NACElink Network) is a joint system for BSBA and Specialized Master’s students shared by the WCC at Olin Business School and the Washington University Career Center.

MBAFocus

MBAFocus is a system utilized by MBA candidates.

These systems allow students to access internships, full-time positions, interview schedules, employer presentations and events.

Career Research Tools

Weston Career Center and Kopelow Business Library offer a wide variety of career resources to Olin students, including free access to the premium resources noted in bold:

- CareerLeader
- Datamonitor360
- Dun & Bradstreet
- Factiva
- GoAbroad
- Going Global
- Hoover's
- LexisNexis
- Management Consulted
- MBA-Exchange
- Optimal Resume
- PEHub
- QS Global Workplace
- Standard & Poor’s
- Thomson Research
- Value Line
- Vault Career Insider
- Wall Street Oasis
- WetFeet

On-Campus Recruiting

Throughout the year, hundreds of companies recruit Olin students through on-campus, phone and Skype interviews. Students can apply for positions and sign up for interviews through CAREERlink. The WCC interview suite computers are fully equipped with Skype services and webcams that are available for your use.

Information Sessions

Companies host these events to enhance visibility on campus, preview the quality of Olin’s talent and serve as a precursor to their on-campus recruiting schedules. Don’t miss the chance to meet recruiters and learn more about their companies, industries and career opportunities. Check CAREERlink and MBAFocus for upcoming information sessions and to RSVP.

Networking Road Shows and Career Fairs

The WCC sponsors several events to provide networking opportunities, including Meet the Firms events in Accounting and All Business, domestic and international Road Shows, symposiums, New York Career Trek, and club-sponsored activities. Other networking opportunities include all-campus career fairs at Washington University.

Salary Information and Employment Statistics

The WCC compiles internship and job-offer data to provide employment information to students, employers and relevant partners. Information that is reported is confidential, and statistics are aggregated in report format. To report an offer or to access the most recent employer statistics, visit OlinCareers.wustl.edu.

Career Seminar Series and Workshops

The WCC frequently presents career-related workshops designed to give you an advantage in the marketplace. We also host workshops that are presented by outside experts and corporate partners.

Individual Career Advising

Our advisors are seasoned professionals with a broad range of experience in areas such as accounting, consulting, entrepreneurship, finance, health care, investment banking, consumer product goods, marketing, nonprofit, operations and retail management. Meet with them for individualized guidance on developing your career action plan to target your job search strategy.

Personal Development Videos

Visit OlinCareers.wustl.edu for recruiter advice and insights on topics such as résumé writing, effective business communications, interviewing and strategic relationship building.
Greetings From the Weston Career Center

An internship is an important component of your professional development. It allows you to gain insight into potential career paths and complements your classroom learning. It develops skill sets, strengthens your résumé and enhances your full-time-job search.

An internship search is a process with several steps and required actions along the way. This guide is designed to be your roadmap toward a successful outcome.

It’s never too early to begin. Your strategy will be unique, and I encourage you to personalize your approach.

The Weston Career Center is your partner throughout the process, and we look forward to helping you every step of the way.

Good luck,

Karen Heise
Interim Director
Weston Career Center
Twitter: OlinWCC
OlinCareers.wustl.edu
10 STEPS

1. Research industries, companies or organizations of interest.
2. Explore career tracks and start building your network.
3. Develop a target list of internship opportunities.
4. Prepare a market-ready résumé.
5. Write engaging cover letters.
6. Apply for internships.
7. Schedule mock interviews.
8. Interview and follow up.
9. Evaluate offers.
10. Accept an offer and make the most of the experience.
The goal of summer work experience is to develop transferable skills and enhance your understanding of different career opportunities. You should expect to build your leadership, communication, teamwork, creativity and critical-thinking abilities. You can learn and leverage transferable skills from any job experience, whether you’re working in a startup venture, a nonprofit organization or an investment bank.

Research and networking are important components throughout the process. Weston Career Center (WCC) career advisors, the Olin Career Guide and OlinCareers are useful resources for internship information and advice.

1 Research industries, companies or organizations of interest.

Devoting time to career exploration will help you make an informed decision about your career path and will help launch an effective internship search. Start by learning as much as you can about different functions, industries, companies and geographic areas. Do your research to clearly define your internship objectives.

**Resource Tools**

- **Olin Career Guide**
  - Advising and Career Education, page 3
  - Navigating Career Fairs, page 35
- **OlinCareers** houses online resources related to all aspects of career development.
- **Vault Guides**, **WetFeet** and other OlinCareers research tools provide inside information about thousands of companies and industry trends.
- **CAREERlink** and **MBAFocus** have information on career fairs, panels, workshops and company information sessions.

**Action Items**

- Meet with a WCC career advisor to develop a personalized internship search strategy.
- Attend career networking events to meet and learn from industry professionals.

**Consider alternatives to traditional corporate internships.**

**Government**

- Search [www.makingthedifference.org](http://www.makingthedifference.org) for internships with federal and state agencies. Start with a general search to learn about the wide variety of opportunities.
- The Partnership for Public Service’s Internship Directory includes information on more than 200 federal internship programs and is searchable by agency, eligibility, location, etc. You may also want to check out the student section of [www.usajobs.gov](http://www.usajobs.gov) for a list of federal internship programs.
- You can find a complete list of agencies at [www.usajobs.gov](http://www.usajobs.gov). Federal agencies are not required to advertise internships, so some are publicized only on the agency’s website.
- Even if no internships are posted, offer to meet for an informational interview at a local agency office.

*International students* face additional challenges in the internship search process. Check out OlinCareers and the Olin Career Guide, and make an appointment with the WCC’s international career advisor for internship search tips and success strategies.
Entrepreneurship
Entrepreneurial ventures offer hands-on experience and the chance to use your business knowledge across a wide spectrum of industries and functions. Seek opportunities in areas such as marketing, finance, accounting and business strategy.

**Action Item**
☑ Contact Washington University’s Skandalaris Center ([sc.wustl.edu](http://sc.wustl.edu)) to learn more about its internship program and other events and networking opportunities.

Nonprofit Organizations
Gain experience and exposure to business concepts by interning or volunteering with campus or community organizations. Many organizations, especially nonprofits, seek summer interns and volunteers. Explore the online resource [www.volunteermatch.org](http://www.volunteermatch.org), or check out nonprofit organizations by geographic location through the Book of Lists, available in the WCC.

**Action Item**
☑ Contact Washington University’s Community Service Office in the Gephart Institute for Public Service ([www.gephardtinstitute.wustl.edu](http://www.gephardtinstitute.wustl.edu)) to learn more about opportunities in government or nonprofit agencies.

Washington University
Consider working on campus. Visit the Office of Student Financial Services, go to its website ([sfs.wustl.edu](http://sfs.wustl.edu)), or ask faculty and department offices whether they need any assistance with research or other summer projects. Search CAREERlink and the University’s Human Resources website for part-time and summer jobs.

Working Overseas
Spending a summer abroad is an exciting and rewarding experience. Finding an internship in a foreign country, however, can be a challenging and time-consuming process. Networking with alumni in your target location is particularly important. Identify alumni and reach out for advice on internship search strategies in the host country.

**Resource Tool**
[Olin Career Guide](http://global.experience)
- Review OlinCareers Global Opportunities for tips on finding resources.

**Action Item**
☑ Meet with a WCC international career advisor for guidance on your overseas search.

**Studying abroad?**
- The fall semester is the perfect time to begin building relationships with prospective employers. Face-to-face interviews can often be scheduled before you leave campus or over winter break. Be sure to connect with employers before you leave.
- If you are abroad, you have access to CAREERlink. When communicating to employers, be sure to tell them you are abroad during the spring semester.
- If you are selected for an interview, contact the company immediately to make alternative interview arrangements.

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Explore career tracks and start building your network.
Explore your options and define what you want to do for the summer. Dig deeper in your research and exploration to identify the best match to meet your career goals. Review employment statistics and contact databases to identify students or alumni who interned with your target company to jump-start your networking. Informational interviews will provide answers to your questions and can help you decide whether a particular internship is right for you.
Job Shadowing and Externships provide firsthand exposure to interesting career paths.

- The Alumni Career Externship (ACE) Program is an opportunity to shadow an alumni sponsor in the workplace for two to three days during spring break. Visit alumni.wustl.edu to learn more.
- Use your personal network and WCC contact databases to identify shadow opportunities.

Begin networking with everyone you know – family, friends, professors, career advisors, neighbors, etc. Tap into Olin and Washington University contacts by using contact databases searchable by company, geography and keyword. Once you have identified an individual, do your homework – research the contact and company, and develop a list of questions. Be professional – identify yourself and be transparent about your intentions. Seek referrals to expand your network. Periodically touch base and give updates on your progress.

**Resource Tools**

**Olin Career Guide**
*Advising and Career Education*, page 3 *Networking*, pages 27

- Become an Effective Networker, pages 29-30

1. LinkedIn – join the Olin Business School group, which has more than 6,500 members.
2. Facebook – connect with Olin’s online group.
3. CAREERlink maintains contact information for recruiters.

**Action Items**
- Seek out advice from fellow students about internship experiences.
- Be sure to follow up with a thank-you note after each encounter.
- Document your company research and informational interview findings. Gain an understanding of key aspects such as the competitive marketplace, company culture, interview process and qualities/traits necessary for success in the organization.

**Develop a target list of internship opportunities.**

From your research, create a target list of companies you wish to pursue, and develop an action plan to drive your internship search. A target list includes companies/opportunities you’d like to pursue with clear and attainable goals, objectives and timelines. This list will allow you to effectively manage communication and application records.

**Action Items**
- Create a target list of companies in Excel and update throughout your internship search.
- Share your target list with your network and keep them informed of your progress. Seek feedback on your target list to help identify the hidden markets.

**SAMPLE TARGET LIST**

<table>
<thead>
<tr>
<th>#</th>
<th>Company</th>
<th>Industry</th>
<th>Position</th>
<th>Action Taken</th>
<th>Date</th>
<th>Follow-up</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Goldman Sachs</td>
<td>Financial Services</td>
<td>Investment Banking Summer Analyst Program</td>
<td>Reached out to alum John Doe on 12/1 for informational interview</td>
<td>12/1</td>
<td>Informational interview scheduled on 12/15</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>General Mills</td>
<td>CPG</td>
<td>Financial Leadership Development Program – Financial Analyst</td>
<td>Applied for internship position in CAREERlink – deadline of 1/15</td>
<td>12/30</td>
<td>Follow up on application on 1/22, research alumni and reach out for informational interviews by 1/25</td>
<td></td>
</tr>
</tbody>
</table>
**4 Prepare a market-ready résumé.**
A polished résumé is your marketing message and should clearly articulate your skills and experiences. Complete guidelines, résumé samples and more details on writing a strong résumé can be found in the Olin Career Guide. Remember: A résumé must be relevant to the internship, concise with good use of action verbs and error-free.

**Resource Tool**
*Olin Career Guide*
*Writing Impactful Résumés*, pages 11-20

- Use Optimal Résumé, located on OlinCareers.wustl.edu, as a template to easily develop your résumé in the Olin format. Optimal Résumé walks users through the résumé creation process and generates an Olin-formatted résumé.
- Pick up a résumé checklist in the WCC.

**Action Item**
- Seek feedback on your résumé and make an appointment with a WCC career advisor. E-mail your resume to wcc@olin.wustl.edu.

**5 Write engaging cover letters.**
A well-written cover letter tells your story and invites the reader to learn more about your interests, qualifications and fit for an internship. **Develop a personalized cover letter for each internship application.** Just like a résumé, a cover letter must be tailored and relevant to a specific position. Highlight company research and insight gained from networking to articulate your interest in the position and match your experiences to the desired qualifications.

**Resource Tool**
*Olin Career Guide*
*Business Communication*, pages 21-26

- Use Olin’s Management Communication Lab to fine-tune your internship search communication skills.

**Action Items**
- Meet with a WCC career advisor for a complete cover letter critique.
- E-mail your cover letter to wcc@olin.wustl.edu.

**6 Apply for internships.**
The most successful search strategy combines CAREERlink/MBAFocus, networking and time. Check CAREERlink/MBAFocus often for new postings and deadlines, and update your profile as necessary to ensure your information is current and accurate. Use the individual research and networking relationships you are developing to connect with target companies and identify internship opportunities outside of CAREERlink/MBAFocus. For certain industries and niche markets, networking is often the most effective strategy for identifying internship opportunities.
Resource Tools
Olin Career Guide

Applying for Jobs and Internships, pages 7-10
Apply Online and Stand Out, page 9

- CAREERlink is used by the WCC and the Washington University Career Center to manage on-campus interviews, company information sessions and job postings.
- MBA candidates can do the same through MBAFocus.

Action Items
- Refer to CAREERlink/MBAFocus daily for new recruiting activity.
- Use your networking activities to seek out referrals to find the hidden internship market.
- Connect with professional organizations and nonprofit agencies to explore internship possibilities.
- Apply online via company websites.

Schedule mock interviews.
Mock interviews allow you to practice your interviewing technique and receive feedback to develop and refine your interviewing skills. Mock interviews simulate a real interview setting, including customization to a specific company, industry or job function, but allow you the benefit of immediate feedback and the ability to improve your interview responses. You will gain confidence through preparation and practice.

Resource Tool
Olin Career Guide
Effective Interviewing, pages 42-45

Action Item
- Conduct a mock interview with a WCC career advisor, alum or mentor for feedback on your interviewing technique. Stop by Knight Hall 210 or call 314-935-5950 to schedule.

Interview and follow up.
Most interviews include behavioral-based questions such as “Tell me about a time you showed leadership” or “Give me an example of when you were a strong contributor to a team.” Employers expect you to be familiar with details about the company and the position. Review your research and then dig deeper – search the company's website, The Wall Street Journal, Hoover’s or Datamonitor to find recent news about the company.

Case interviews are growing in popularity. For example, “Is it a good idea for your client to consider opening a high-speed train service between St. Louis and Kansas City?” Case interviews focus on your ability to solve a business problem and are usually a standard part of consulting interviews, although other fields such as finance and retail also use them.

You should have well-prepared, well-informed, inquisitive and articulate questions prepared in writing to ask during and at the end of the interview.

After the interview send a thank-you note. Sample thank-you notes are available in the Olin Career Guide.
Resource Tools

**Olin Career Guide**
- *Effective Interviewing*, pages 42-45
- *Follow-up Process*, page 46

1️⃣ Olin Interview Wiki, located on OlinCareers.wustl.edu, provides an opportunity for students to share interview experiences with fellow students. The wiki is an archive of historical interview questions, along with other information, that is searchable by company.

**Action Items**
- ✔ Focus on your experience and transferable skills in leadership, teamwork, organization, creativity and problem solving. Tell your stories in the STAR method – situation/task, action and results.
- ✔ Tap into your network for company/market intelligence about the position and workplace culture.

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**Evaluate offers.**
Evaluate offers and respond in an appropriate and timely fashion. Determine how well the position matches your summer experience expectations and career goals. Talk through your internship offers with a WCC career advisor.

**Resource Tool**

**Olin Career Guide**
- *Evaluating Job Offers*, page 49

**Action Item**
- ✔ Visit OlinCareers for Olin employment statistics.

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**Accept an offer and make the most of the experience.**
Congratulations! You’ve accepted an internship. Employers use internships as extended evaluation periods for full-time-job offers. Be prepared to make a good first impression while maximizing your learning experience. Seek feedback on your progress and schedule meetings with your manager to clearly define goals. Maintain a positive attitude and develop rapport with fellow interns and other co-workers.

Don’t be afraid to raise your hand and volunteer to assist or lead on projects of interest. Ask many questions and take initiative in shaping your internship experience. Develop contacts within the company and continue to grow and develop those relationships. Get ready to make the most of your summer experience!

**Resource Tool**

**Olin Career Guide**
- *Internships*, pages 39-41
- *Success on the Job*, page 55

**Action Item**
- ✔ Report your offer to the WCC so that the data can be aggregated with other offer information to develop the annual Olin employment statistics report.
Internship Guide
Organizations That Hire Olin Students for Full-time or Internship Positions

- Accenture
- Ad Council, The
- Addepar
- Aegis Group
- aisle411
- American Cancer Society
- American International Group (AIG)
- Anadarko
- Anheuser-Busch InBev
- Arch Coal
- Ascension Health
- AstraZeneca Health Advisers
- Atlantic Records Group
- Bain & Company
- Baird
- Bank of America Merrill Lynch
- Bank of Japan
- Baird
- Bank of America Merrill Lynch
- Barclays Capital
- Barnes-Jewish Hospital
- BBDO South
- Best Buy
- Bloomberg
- Bloomingdale’s
- Boeing
- Booz Allen Hamilton
- Boston Consulting Group
- Brookfield Properties
- Brooks Automation
- Brown Brothers Harriman
- Brown Shoe
- Build-A-Bear Workshop
- Candesci
- Cantor Fitzgerald
- Capital One
- Casa de Salud
- Central Intelligence Agency
- Children’s Hope International
- China Merchants Fund
- Chubb & Son Inc.
- Citi
- Clorox
- ConAgra Foods
- Credit Suisse
- CrowdTap
- CSI Leasing
- Cushman & Wakefield
- D.E. Shaw
- Dell
- Deloitte & Touche
- Deloitte Consulting
- Department of Commerce
- DHR International
- DIRECTV
- Edward Jones
- Emerson
- Energizer
- Epic
- Ernst & Young
- Everbank.com
- FactSet Research Systems
- Federal Housing Finance Agency
- Financial Technology Partners
- Franklin Templeton Investments
- General Electric
- General Mills
- Goldman Sachs
- Google
- Gregory Family Dental
- Groupon
- Harbour Group
- Harrah’s Entertainment
- HBO
- Health Capital Consultants
- Hutchiks & Wiley
- Houlihan Lokey
- HSBC
- IMAX
- Industrial and Commercial Bank of China
- ING Direct
- International Paper
- International Trade Administration
- J. Walter Thompson
- Jefferies
- Johns Hopkins University
- Johnson & Johnson
- JPMorgan Chase
- Kiolte
- Kohl’s
- KPMG
- Kurt Salmon Associates
- LaForce + Stevens
- Land O’Lakes
- Lazard
- LeadDog Marketing Group
- Le Groupe La Poste
- LifeCellar
- Liz Claiborne
- L’Oreal
- Macy’s
- Make-A-Wish Foundation
- Maritz
- Mastercard International
- Maximus
- MB Financial
- McCann Worldgroup
- McKinsey
- Medline
- Mercer
- Meredith Communications
- Michael J. Fox Foundation
- Microsoft
- Missouri Baptist Medical Center
- Missouri Botanical Garden
- Momentum
- Monsanto
- Morgan Stanley
- Morningstar
- Motorola
- National Merchants Association
- Nestle Purina PetCare
- Nickelodeon
- Nidus Capital Partners
- Nielsen Company
- JPMorgan Chase
- Northern Trust
- Off Campus Media
- Omanoot
- OMD
- OppenheimerFunds
- Palisades Hudson Financial Group
- Peabody Energy
- Pelle Mayer & Partners
- Perella Weinberg Partners
- PIMCO
- Piper Jaffray
- PNC Financial Services Group
- Polo Ralph Lauren
- PricewaterhouseCoopers
- Procter & Gamble
- Proximity
- PulmoCAD
- Ralcorp Holdings
- Rawlings Sporting Goods
- Raymond James/Morgan Keegan
- RBC Capital Markets
- Reader’s Digest
- Relocation Support Services
- Ritz-Carlton, The
- RLK & Associates, Inc.
- Rothschild Development
- Rothstein Kass
- Royal Bank of Scotland
- RubinBrown
- Sagent Advisors
- Saks
- Savvis
- Scottrade
- Seiden Advertising
- SES Partners
- Shanghai EDO Technologies
- Shattuck Hammond Partners
- Smith & Wesson
- Social Security Administration
- Sponsors for Educational Opportunity
- Sony
- Southwest Airlines
- St. Louis Convention & Visitors Commission
- St. Louis IT Coalition
- St. Louis Language Immersion Schools
- St. Louis Print Company
- St. Louis Regional Arts Commission
- Standard & Poor’s
- State Farm
- Susan G. Komen for the Cure
- Target
- Teach for America
- Tesla Motors
- Thrillist
- Time
- Toys “R” Us
- Travelers
- Triage Consulting
- UBS
- UMB Bank
- Union Bank
- Union Pacific
- United Health Group
- Universal Studios
- Urban Outfitters
- U.S. Commercial Service
- U.S. Congress
- U.S. Government
- U.S. Government Printing Office
- Wachovia
- Walt Disney Company, The
- Warner Bros. Entertainment
- Warner Music Group
- Washington University in St. Louis
- WeAreDuckHunters
- Wells Fargo
- Wildlife Interactive
- William J. Clinton Foundation
- Yahoo
- Yelp
- Young & Rubicam
- Zelman & Associates
- Zozi

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