2018 DREW EXTERNSHIP PROGRAM

Externship Program Details and Tips for Students

PROGRAM INFORMATION

- Choose from 21 host sites in NJ, NY, and CT
- Participate in a half-day or full-day visit from January 2-March 31
- Utilize skype or phone options as necessary
- Apply for more than one externship!
- Application deadline—Tuesday, November 14
- Matches will be confirmed by Thursday, November 16
- Contact your alumni host by December 15 to arrange a mutually convenient visit.

BEFORE YOUR EXTERNSHIP

- Keep an open mind when reviewing the externship offerings. Try some industries or organizations that you are curious about, but not necessarily focused on.
- Don’t limit yourself to a single externship. Apply to two or even three externships.
- Reach out to the extern sponsor by email (usually the preferred mode of contact) or phone.
- In your communication, introduce yourself, including your year in school, major(s), minor(s), hometown, general career interests, and what attracts you to the particular employer. Thank the employer in advance for the opportunity to visit.
- Review the employer’s website and develop a list of questions. This will not only provide useful information, but also demonstrate your engagement in the externship.
- Prepare a copy of your resume and have it critiqued by a career counselor.

DURING YOUR EXTERNSHIP

- Be sure to arrive on time.
- Bring several copies of your resume. You may not have a chance to distribute them, but be prepared.
- Be engaged, alert, and interested in everything you see and hear and with everyone you meet. Ask for business cards. You are building your professional network.

AFTER YOUR EXTERNSHIP

- Send an email thank-you note to your host within one day of your visit; same day is ideal.
- Add your externship experience to your resume. It is a professional networking experience, even though it is short term. It can appear in your Internship section, though it should clearly be labeled an externship.
- After completing your first externship, you can request a second externship. Contact Dr. White at rwhite1@drew.edu.