General tips….

Preparing for Internships

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Email for an appointment!
Hello!,

Nice to “meet” you. I work in the Marketing and Supply Chain Management Department and assist MSCM undergrads with meeting their career goals and objectives. I also work very closely with Danny Pape, your dedicated Career Consultant in UT Career Services.

Following is some basic information and a few tips to help you prepare for that perfect internship or full-time position.

I’d like to learn more about you and your career interests. Please contact me for an appointment today so we can begin your career conversation!! It’s never to early to prepare!

Sincerely,

Dianne Marshall

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About your Resume… it represents YOU
Follow these resume basics - It will Pay Off!

Here are some important to-do’s:
• Stay away from resume templates;
• Keep your resume to ONE page;
• Keep your resume up-to-date;
• Post on UT Career Services Hire-A-Vol
• Make sure it prints out OK!!

Why are these important you ask?
• Your resume is often your first impression with an employer;
• Employers often preselect students for interviews and other special invitations;
• Eliminates last minute scurrying on your already demanding schedule!
Easy and Fun Resume Builders

Join your major’s professional organization

American Marketing Association (AMA)
Council of Supply Chain Management Professionals (CSCMP)

- Get involved: participate in meetings, consider becoming an officer;
- Network and learn from professionals about your major;
- Get a first-look at internships and full-time jobs

- AMA Advisor: **Dr. Mark Collins**
- CSCMP Advisor: **Dr. John Bell**

*Applications available in the MSCM Department: 306 SMC!

- **Volunteer** for projects related to your major!
Lots of Support – Call today: 865-974-5435

- Meet with your UTCS Consultant, Danny Pape (dpape1@utk.edu)
- Resume Jumpstart - take advantage of UTCS resume critique service w/ 24 hr turnaround!
  - Drop your resume off at 100 Dunford Hall at the reception. It will be critiqued overnight and available for pickup the next day. *(That was easy!)*
- Attend Career Services workshops (variety of topics!).
- Do a mock interview
- Attend an Etiquette Dinner
- Visit the UTCS web site daily to check out the latest on the career front

*Important: Employers consistently report they can identify students who take advantage of services at UTCS!*
OK – Did All That

Ask yourself ---

What else can I do to:
• stand out??
• be successful in a competitive environment??
• learn more about my major and
  Land my Dream Job??
Answer…Do An Internship!!

- Put into practice what you have learned in the classroom
- Further develop & enhance your professional skill base
- Build your confidence as you gain experience in a professional setting
- Be better prepared when you transition into the corporate world
- Learn more about an industry
- Potential full time offer!
## SCM Co-op/Internship Snapshot

### Co-op
- Kimberly-Clark
- Alcoa
- Unilever
- Colgate-Palmolive
- Johnson & Johnson
- International Paper
- Berry Plastics
- Georgia-Pacific
- TRW
- Mondelez

### Summer Internships
- Amazon
- OHL
- Boeing
- BNSF
- Bechtel
- Cintas
- PepsiCo
- IBM
- Dell
- Norfolk Southern
- Martin-Brower
- TVA

Start Researching Today!!
Marketing Internship Snapshot

ALDI
BNSF
C.H. Robinson
Chegg Deals
Enterprise Holdings
NACCO Materials Handling Group
Scripps

Marathon Petroleum Company
KaTom Restaurant
HealthStream
Norfolk Southern Corporation
PepsiCo
Sherwin-Williams
Kimberly-Clark

* Note: Other top employers include Marketing majors in “all majors”

Start Researching Today!!
BE PREPARED for Job Fairs and Interviews!

\[ \ldots don't \text{ get broadsided - it takes research, preparation, practice and skill to have a successful interview} \]

Tip: Prepare for Job Fairs and Interviews like you have another class – schedule time each day!

Need Immediate Support? – Visit your friendly Career Services Website at: http://career.utk.edu/students/resumes-interviewing/. This link is a great resource for support with resumes, cover letters, and an excellent Interview Guide!

Here to help: Dianne Marshall: dkmash@utk.edu and Danny Pape: dpape1@utk.edu
Next Steps

You are now at a very exciting place in your studies… go for an *internship* and you will soon be putting into practice what you have learned in the classroom! To prepare:

1. Jump into your studies – take advantage of learning from world-class faculty;
2. Identify your interest areas, research industries and companies;
3. Pay attention to emails from UT Career Services and the MSCM Department - they are about *internships, jobs* and *special events*!
4. Join/Attend AMA/CSCMP meetings; Information Sessions; Career Roundtables; Job Fairs;
5. Consider joining a Business Fraternity;
6. Network through family & friends!
THANKS FOR YOUR ATTENTION!
Have a GREAT Semester