

RIP File – Internship Search Assignment

Required Time: 60-90 minutes outside of class, 30-45 min in class if peer reviewing.

Back in the day, people literally ripped job ads out of newspapers or magazines and ended up with a pile of jobs that all needed to be followed up - usually by phone or a formal letter. That's no longer the way it's done, but in some ways the Internet has made this process both easier and more difficult.

This assignment will get you started on a career portfolio including a resume and a cover letter as well as starting a 'RIP file' of internships that you may want to consider as part of your college experience.

This assignment is done twice during the semester so we can discuss them in class and you can revise your materials as well as gather more material. The 3 goals for the assignment are to help you:

- 1) Start researching the thousands of sites out there so you can set up alerts, join associations and start to network (even if virtually) RIGHT NOW;
- 2) Learn how to read and decipher job descriptions; and perhaps most important,
- 3) Plan various elements of your degree and even tailor your coursework/extra-curricular activity etc with specific career goals and internships in mind.

Your internship search should NOT begin the summer or the semester you hope to have one, it should begin much sooner!

Due dates work well if they are either side of the midway point in the semester – but that may depend on whether there is a 'clip-on' workshop as well a single assignment.

Portfolio and 'RIP' file - 4 Sections (stapled in this order)

I. **Draft resume.** This should be in the form you would give it to a potential employer. Templates and guides are available.

II. 'RIP' file summary cover sheet listing no fewer than 5 internships, volunteer or research opportunities.

This should be separate and you must include the following information for **each opportunity**:

- a) The internship or opportunity - or name of school/degree/program if relevant;
- b) Where you found the posting (website, paper, word of mouth)
- c) Location of the opportunity;
- d) Basic requirements (education, skills, certificates, years of experience);
- e) WHY you chose it (1 paragraph).

III. **Draft cover letter.** This must be for one of the opportunities listed in the file. Templates and guides are available.

IV. **Hard copy of the internship descriptions you list.** These should be attached in the order listed you have them in the summary cover sheet. You may use current affairs magazines, the Academic and Career Advising Center, professional body websites and websites for organizations you would like to work for some day (such as the Peace Corps or Greenpeace). You may NOT use Craigslist or Google jobs for this assignment and you can only use each source once.