



## SUMMER INTERNSHIP PROGRAM CHECKLIST 1: APPLICATIONS AND INTERVIEWING

Watch the SIP Info Session for In-depth information: [www.tri-c.edu/summerinternship](http://www.tri-c.edu/summerinternship)

### APPLICATION PROCESS – January 16 – February 16

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Activate your Handshake account by visiting [tri-c.joinhandshake.com](http://tri-c.joinhandshake.com) and logging in with your Tri-C S# and password.

Update your resume. You will need your resume to apply for all Tri-C Summer Internship Program (SIP) positions.

- Need some inspiration? Check out these helpful resume resources:
  1. [Resume Example - PDF](#), [Resume Example - Google Docs](#)
  2. [Resume Guidelines and Checklist](#)
  3. [Resumes That Get Results 2.0 – On-Demand Workshop](#)

Meet with a Career Coach to finalize your resume. [Click here](#) to schedule an appointment with a Career Coach in Handshake.

- [Click here](#) for a step-by-step guide about how to schedule!

Search for SIP 2024 positions in [Handshake](#) (January 16 – February 16). Click on the Jobs Tab and enter “**SIP 2024**” in the search bar to view all job postings.

Review and apply for SIP positions related to your career interests and goals. Be prepared to interview for every position you applied to.

### INTERVIEW PROCESS – February 21 – March 22

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Check your Tri-C email daily for emails from employers with invitations to interview. Employers will contact you to schedule an interview if interested. Kindly reply to them.

Prepare for your interview. [Check out this video to help you prepare for your interview.](#)

Send a thank you email within 24 hours of your interview. [Watch this Interview Follow Up Video for thank you letter ideas.](#)

**If you interviewed** (for any amount of SIP internships), submit your preference form ranking the positions for which you interviewed by **March 22<sup>nd</sup>**

- [Student Preference Form – Round 1 Matching](#)
  - Note: Submit only one of these forms – we encourage you to wait until all your interviews have concluded to submit.

Questions? Reach out to [careerservices@tri-c.edu](mailto:careerservices@tri-c.edu).