December 2016 Externship Handout #2
The Application Process

### Key Details Re: Externship Applications

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<th><strong>Deadline</strong></th>
<th>Monday, October 3rd at 11:59 pm</th>
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<td><strong>Application Materials (see details on Page 2)</strong></td>
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<td><strong>2016 Externship Application Form</strong> – Complete and submit online (link also posted at top of Career Center home page)</td>
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<td><strong>Resume</strong> – Submit to the Tunnel</td>
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<td><strong>250 Word Statement of Purpose</strong> – Submit to the Tunnel</td>
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### A Couple of Tips from the Career Center

**Tip #1** Students are allowed to apply to a maximum of three different externships. Read over the descriptions carefully and think broadly about the different options. Try to be strategic about which externships you apply for. Some externships will be very popular and will receive many more applications than others.

Please keep in mind that **any externship will provide you with a rewarding experience** that will open your eyes to the professional working world, will teach you a lot about a particular line of work, and will introduce you to many new people who you will learn from and potentially remain in touch with after the fact.

**Tip #2** BEFORE YOU APPLY to any externships, clarify with your family that each of the externships you want to apply for, including any of the ones for a possible second round of selections (see #4 on The Selection Process handout), will be possible for you to manage if you are accepted. Check with your family about the dates of the externships, whether you can afford to do them (keep in mind that financial assistance is available through the Career Center), etc. IF you receive an actual offer later in October you will have 24 hours to accept. Having these discussions with family before you apply will make your ability to confidently accept an offer within the 24 hour time period go much more smoothly.

### Externship Descriptions & Information

There are two places where you will find information about specific externships posted.

1) **The Tunnel.** The official and most comprehensive posting of externship information is in the Tunnel, and all of these postings will available to see by Friday, September 2, 2016. Keep checking the Tunnel after that date as some externship postings are bound to arrive late. You can easily find all the posted externships by using the “Carleton Exclusive Externships” quick link in the “Current Opportunities” box on the right side of your Tunnel homepage.

*Questions? Contact Brian Murphy (bmurphy@carleton.edu; x4446) or Ashley Belisle (abelisle@carleton.edu; x4212) in the Career Center.*
2) **The Student Page on the Externship Website**. A preview of all externships (which includes the organization name, externship title, city, state, number of weeks, and classes eligible to apply) is posted on the Student page of the externship website.

All new postings added after September 2 will be marked with the word “New” followed by the date it was added. See examples below.

**Website**: Hennebery Eddy Architects, Inc., Architectural Extern, Portland, OR, 1-2 weeks, all class years. (New 9/4)
**Tunnel**: 2016 Carleton Externship: ECONorthwest - Economic Research Extern (New 9/6)

**EXTERNSHIP APPLICATION PROCESS**

All applications must be submitted by 11:59 pm on Monday, October 3, 2016. DO NOT LEAVE YOUR APPLICATION SUBMISSION FOR LATE MONDAY EVENING ON OCT. 3. All externship postings in the Tunnel shut down automatically and disappear at 12:00 am on Tuesday, October 4 and NO APPLICATIONS WILL BE ACCEPTED AFTER THAT TIME.

Notifications to applicants regarding selection will begin on Friday, October 21, and will continue over a period of 3-5 days until all the externship positions are filled. If at the end of this notification period there are still externships that are not filled, the Career Center will hold a quick second round of selections by asking hosts to consider additional resumes for their unfilled position(s). Students will be able to indicate on the 2016 Externship Application Form which additional externships, beyond the three that they formally applied for, they would like to be considered for in a potential second round.

**Application Materials**

There are **three documents** to submit as part of the application process, one submitted as an online form and the other two submitted to the Tunnel:

- **2016 Externship Application Form** (there is also a link at the top of the Career Center home page). This is an online form to be completed and submitted before the application deadline. *You only need to complete this form ONCE no matter how many externships you apply for.*

- **Resume** – Submit to the Tunnel a resume that has been reviewed by a Student Career Advisor or a staff member in the Career Center, especially if you are an incoming student and/or if your resume has never previously been reviewed by someone in the Career Center.

- **Statement of Purpose** – Submit to the Tunnel a 250 word statement of purpose (approximately two paragraphs) that speaks to the following two issues:
  - why you are interested in this particular externship at this particular organization, and
  - how this externship relates to your overall work at Carleton and/or your career goals.

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