**Job Search appointment:** By telephone or video chat

- Appointments are approximately 45 - 60 minutes long.
- *If possible, email a copy of your resume and cover letter to the career counselor 24 hours in advance.*
- Be prepared to discuss your interests and goals for the future.
- Be ready to discuss your current employment status, any steps you have already taken to achieve your career goals, industries that interest you, and the geographic location of your job search.
- The counselor will provide guidance regarding what steps to take next in your job search, and how to take those steps successfully.
- The counselor will provide you with job searching tools, resources and materials.
- Don't worry if you are just beginning your search; the counselor is there to help you, regardless of where you are in the process.

**Internship Search & Discussion appointment (all internships including information on CHOICE, PATHWAYS, WASHINGTON CENTER, MA LIFE SCIENCES, etc.):** By telephone or video chat

- All internship exploration should be discussed with your Academic Advisor prior to meeting with our office.
- Appointments are approximately 45 - 60 minutes long.
- Email to the career counselor, 24 hours in advance, a copy of your resume and cover letter.
- If possible, know the specific internship you are applying for and what skills the position requires. Email a copy of the internship advertisement in advance, or be prepared to email the online link to the career counselor.
- If you do not have a specific internship in mind, be prepared to talk about your interests or goals so that the counselor can help you identify internship resources.
- Be ready to talk about your experiences and achievements, and how they may relate to your internship.
- You will be asked about what steps you have already taken, as well as receive guidance regarding what steps to take next.
- Be sure to talk with your Academic Department's internship coordinator for information about internship credit and approved internship sites.