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## **MUST-DO STEPS TO GET YOUR FIRST ENGINEERING INTERNSHIP**

A STEP-BY-STEP GUIDE TO HELP  
YOU FIND YOUR DREAM INTERNSHIP



Agavos Group, LLC

# 1 CREATE OR UPDATE YOUR RESUMÉ

This is arguably the most important step. Without a good resum , it is unlikely you will even get an interview. Focus on these three important aspects of your resum :

- Format
- Structure
- Content

## FORMAT

If the formatting is sloppy, the reader will believe that reflects your attention to detail. Hiring managers will judge you based on every detail of your resum . Great content with bad formatting could cost you an interview.

### Poor Formatting Example:

#### Education

Sophomore at University of California, San Diego – San Diego, CA and pursuing a Bachelor of Engineering: Mechanical Engineering degree and class of 2019-2023

### Better Formatting Example:

#### Education

**University of California, San Diego**

Bachelor of Science, Mechanical Engineering

Sept. 2019 - June 2023

San Diego, CA

We do not recommend trying to create a resumé from scratch. There are many resources for free templates. Search for "Free Resume Templates" on your web browser to find easy-to-use examples.

## STRUCTURE

This is referring to the sections and the order of those sections in your resumé. At the minimum, your resumé should contain the following sections:

- Education
- Projects
- Work/Volunteer Experience
- Skills

## CONTENT

This is the bulk of what makes a great resumé great. Since you are applying for an internship, you need to focus heavily on your Projects, Work Experience (or equivalent), and Skills sections.

To put this simply, you need to focus on **how** you did **what** you did and **why** you did it. Let's look at an example to show the difference between poor and excellent content.

### Poor Content Example:

#### Lab Experience

- Tested various steel samples for hardness and tensile strength



## Better Content Example:

### Carbon Steel Heat Treatment Analysis

- Applied two heat treatments to three groups of plain carbon steels to analyze how each heat treatment affects strength and hardness.
- The samples were mechanically load tested to find the yield and tensile strength to compare which heat treatment was best for various applications.
- Each sample was section cut, mounted, and polished to compare the grain structure under a light optical microscope.

You must be detailed and concise to have effective content in your resumé.



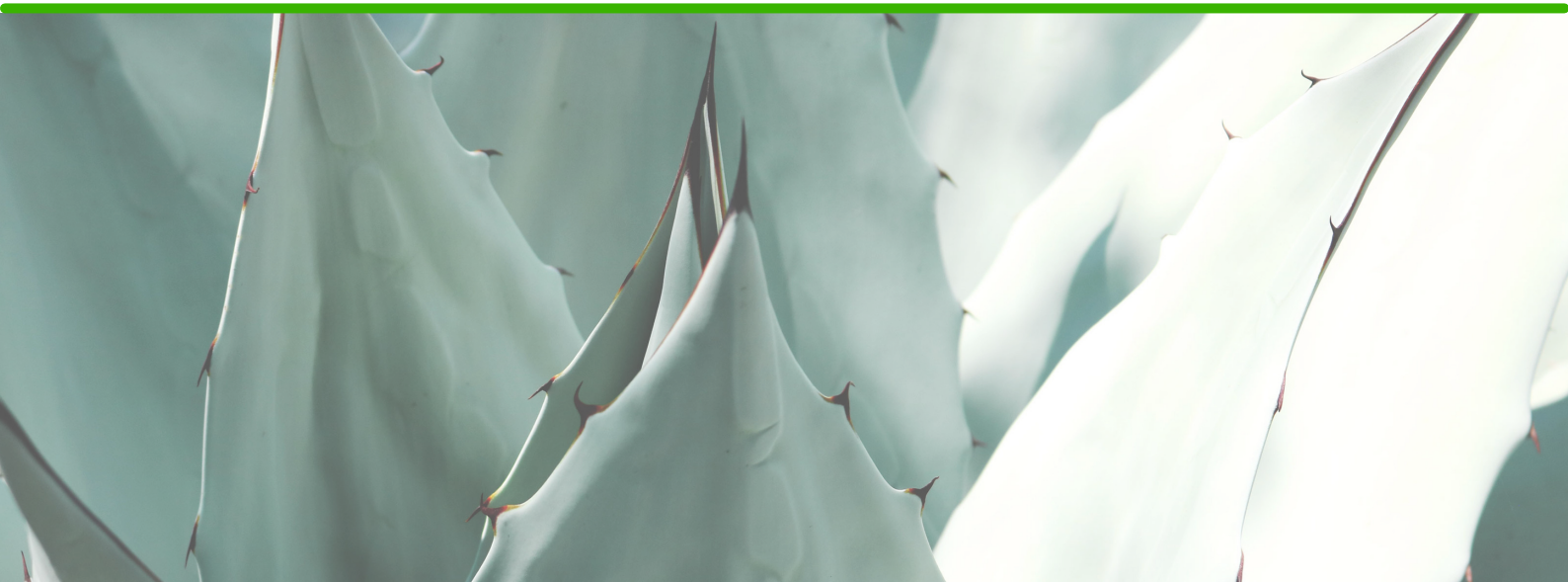


# 2 APPLY TO AS MANY JOBS AS POSSIBLE

Your goal should be to apply to at least two internships per week starting December 1st (roughly 7 months before your spring semester/quarter ends). Here is a list of places you should look:

- Ask your Professional Network, Friends, and Family
- Your University's Job Board
- LinkedIn
- Indeed
- Glassdoor
- Google Search
- Cold Emailing Companies

With each application, you must follow-up with an email at least once per week, starting one week after you apply. Send a maximum of two emails. If you do not hear from them, move on and keep applying for other internships.



# 3 PREPARE FOR YOUR INTERVIEW

One of the biggest mistakes we see young professionals make is not spending enough time practicing for their interviews.

Here are 3 tips to help you prepare:

- You must study your resumé so you can answer any technical questions they might have regarding your projects.
- Setup a **mock-interview** with a professional if you are able.
- You should practice **four-times** as long as the interview is scheduled to be. A minimum of four hours is recommended.

For example, if you have a thirty-minute phone interview, you should practice for at least two hours before hand.

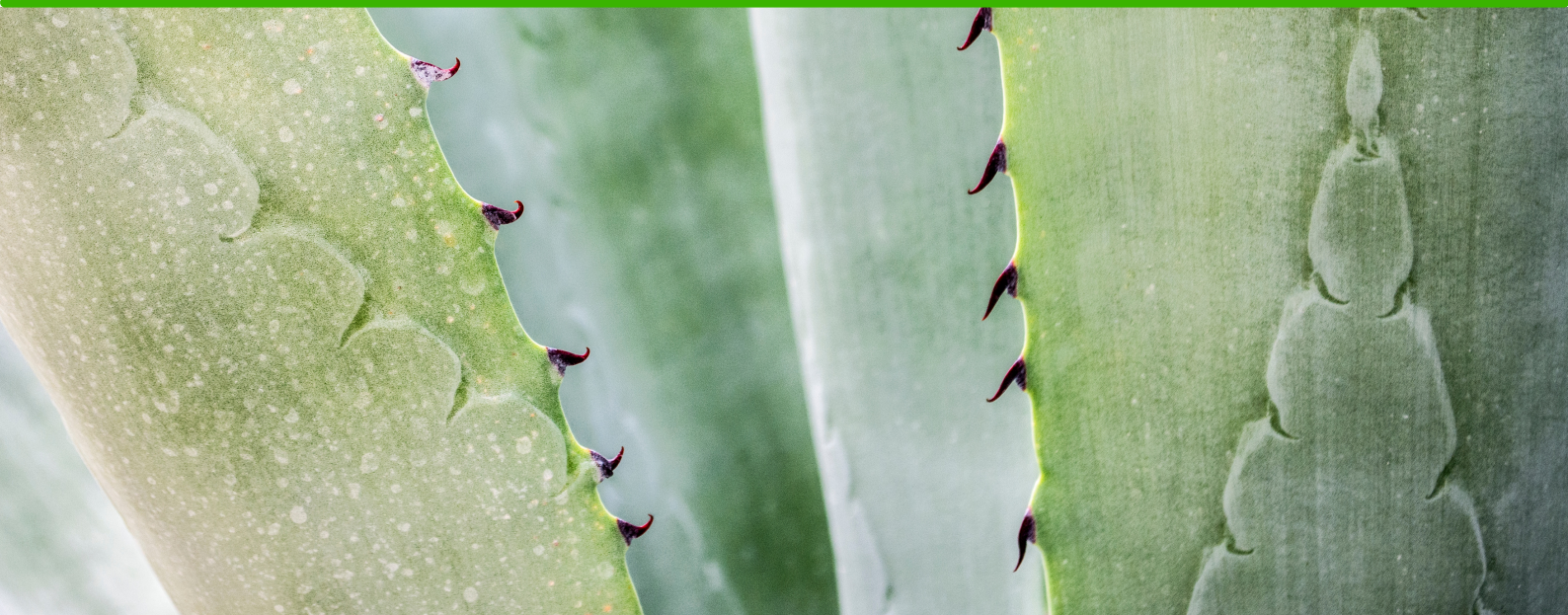




# 4 STANDOUT AT YOUR INTERVIEW

Here is a simple list of must-do actions to standout at your interview:

- Show up on time and dressed professionally if in-person or virtual.
- Remember everyone's name that you meet. Write them down if you can.
- Be thorough but concise with your answers. Practicing before the interview will make this easier.
- Be excited about the opportunity to join their team. Smile when answering questions if on a phone interview to sound more genuine and enthusiastic.
- Answer the specific questions they ask and do not ramble about another topic.
- Prepare a short list of questions for them (2-4 questions). **Do not** ask questions about pay or benefits if they have not made you an offer.
- Thank them for the interview when it ends and ask them what the next steps in their process are.





# 5 FOLLOW-UP AFTER THE INTERVIEW

The following business day after your interview is over, send a follow-up email thanking them for the interview. Respond accordingly if they reply.

If they do not reply, send another follow-up email one week later. Respond accordingly if they reply.

If they do not reply, assume that you were not considered for the position. Reflect on what went well and what needs improvement. Actively seek to improve and continue to apply for positions.



# WANT TO LEARN MORE?

Agavos Group offers a variety of training courses and services to help you find the professional success you are looking for. We have helped many students and professionals find new and exciting career opportunities. We would love the chance to help you with your career goals!

*Tyler with Agavos helped me incredibly during my job hunt. I was new to the area and changing industries with very limited contacts. Tyler helped me tune up my resume and keep on top of the job postings. In the end he helped steer me into an awesome new job. I would highly recommend that you use Agavos Group!*

*-Patrick W. , Manufacturing Engineer*

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