

# PUBLIC HEALTH INTERNSHIP FAIR

## HOW TO MAKE IT WORK FOR YOU!

### Before the Fair

- Resume
  - Visit the Wasserman Center for Career Development (133 East 13<sup>th</sup> Street, 2<sup>nd</sup> Floor). Have your resume reviewed during walk-in hours - [http://www.nyu.edu/careerdevelopment/students/student\\_services.php#hours](http://www.nyu.edu/careerdevelopment/students/student_services.php#hours) - or call (212) 998-4730 or email [career.development@nyu.edu](mailto:career.development@nyu.edu) to schedule an appointment with a Career Advisor.
  - Visit your program's office for resume review.
- Review
  - Review your program's internship requirements.
    - For Steinhardt's CPH Program, visit <http://steinhardt.nyu.edu/nutrition/internships/mph/>.
    - For the Global MPH Program, visit [http://www.nyu.edu/mph/forms/internship\\_guide.pdf](http://www.nyu.edu/mph/forms/internship_guide.pdf).
    - For Wagner, visit <http://wagner.nyu.edu/academics/per.php>.
  - Watch a WasserTube video of "**Career Fairs: Making Them Less Awkward and More Effective**"
- Research
  - Review the list of participating organizations, identify those you would like to speak with most, review their websites for when you speak with them at the fair
  - For an on-line list of participating organizations go to [http://steinhardt.nyu.edu/nutrition/internships/PH\\_internship\\_fair\\_orgs](http://steinhardt.nyu.edu/nutrition/internships/PH_internship_fair_orgs) and once at the website scroll down and click the link "Public Health Internship Fair".

### The Day of the Fair

- Register
  - Check in at the Registration Table. You will be provided with a list of participating organizations..
- Resume
  - Bring plenty of copies of your resume (enough for all of the organizations you are interested in speaking with plus 5 extra).
- Pitch
  - Prepare a 30 second pitch to introduce yourself when meeting professional contacts for the first time. Greet them with a firm handshake, make good eye contact, and smile. You will make a strong first impression and help convey to the employer that you are a serious candidate.
- Network
  - Ask the representative questions (see sample questions on reverse side).
  - Be patient and do your best to listen carefully when an organizational representative is talking to you.
  - Ask for a business card from every representative with whom you speak.
  - Take any available brochures and organizational literature.
- Avoid
  - Underestimating yourself. Employers are open to all kinds of interests, backgrounds, majors, extra-curricular activities, community service, and experience.
  - Asking questions about salary; not knowing anything about the organization with which you are speaking; lacking enthusiasm; and dressing unprofessionally.
  - Mismanaging your time; cruising the tables with a group of friends; leaving your cell phone on.

### After the Fair

- Follow Up
  - Send thank you notes by email or mail to representatives with whom you spoke. This is especially important to organizations that are interested in you. Write brief notes to organizations you did not visit with but seem promising (ensure correct spelling for the name of the person you are contacting).
    - In your letter, mention your visit at the fair, your interest in interning for the organization, and enclose another resume.
  - Cultivate your network by staying in touch with the representatives you connected with at the fair.
  - Continue to research potential internship organizations.
  - Attend career and internship seminars offered by your academic programs and the Wasserman Center for Career Development.

## **PUBLIC HEALTH INTERNSHIP FAIR HOW TO MAKE IT WORK FOR YOU!**

### **Sample Questions to ask Regarding Internship Opportunities:**

- What types of internships are presently available in your organization (only if this information is not already provided)?
- What skills/qualifications are required for this internship position?
- When will this internship be available?
- How do I apply for an internship? What is the application procedure? What is the application deadline?
- In what areas/disciplines are interns generally hired?
- How are interns selected? What criteria are used?
- Are there opportunities for future employment with your organization beyond the internship?
- Are job descriptions available?
- Where else would you suggest I go to get more information on your organization / careers in this field / etc.?
- Are you the person responsible for recruiting interns? If no, "May I please have the name and telephone number of the person(s) who do(es) the recruiting?"
- Who else would you suggest I visit if I were interested in this line of work? Would you happen to know how to contact them?

### **Introducing Yourself:**

- Be assertive. Introduce yourself to the person representing the organization. Offer a firm handshake and have good eye contact.
- Give your name, tell your area of interest, and ask the person her/his name. Be prepared to present your resume.
- Ask about internship opportunities in your area of interest.
- When appropriate, display your knowledge of the company and ask relevant questions.
- Be enthusiastic and demonstrate positive, nonverbal communication at all times (i.e. eye contact, smile, good posture, etc.).
- When appropriate, discuss what you can offer the organization.
- Ask for a business card. If none are available, ask for and make a note of the proper spelling of their name. At the end of the conversation, jot down notes summarizing your conversation, recording any critical search information about specifics regarding future interviews.

\*This information was adapted from the following sources:

The Wasserman Center for Career Development: [http://www.nyu.edu/careerdevelopment/students/career\\_fairs/makethemost.php](http://www.nyu.edu/careerdevelopment/students/career_fairs/makethemost.php)

NYU Wagner: <http://www.wagner.nyu.edu/careers/careerdirectory.php>

The University of Texas at Austin: <http://communication.utexas.edu/ccs/>

Boston College: <http://www.bc.edu/offices/careers/events/internfair.html>