Conducting a Externship or Summer Job Search
Identifying Externships

- **Externship and Summer Opportunity Resource Guide**
- Search by region; you can utilize the [American Hospital Directory](#) or [ANCC’s Magnet Hospital listing](#) to identify hospitals in specific regions
- Attend [Nursing Career Day](#) - Ask recruiters for externship contact/deadline
- Network
Additional Summer Opportunities

• Nursing Support Positions
  – LiquidCompass – See “Nursing Student Jobs” for your preferred regions to find nurse tech/assistant positions
  – Information on becoming a CNA/Nurse Aide, and the CNA/nurse aide registry are available on the Career Services’ nursing webpage

• Research Opportunities
  • Click on link from Career Services’ nursing webpage
    – List of Research Centers/Institutes at Penn
    – NIH Summer Internship Program (see end of summer resource guide)
    – Research at the School of Nursing (Approach Faculty Members)
    – Penn’s Center for Undergraduate Research and Fellowships

• Summer Camps

• Other Internships (Handshake)

• Volunteering/Shadowing
Networking

• Why network?
  – Gain valuable inside information about professions, industries, and employers
  – Get leads for externships
  – Benefit from having a whole team of people helping you in the search
  – Establish relationships for future employment
Networking Contacts

• Who is in my network?
  • Family members, neighbors
  • Friends, fellow members of campus groups
  • Professors, TAs, classmates
  • Former employers
  • Former teachers, counselors, coaches
  • Penn Internship Network
  • Alumni: QuakerNet, LinkedIn
  • Members of professional associations
Approaching Individuals in Your Network

• When you talk to people in your network...
  • Let them know what you’re looking for
  • Seek their guidance and advice
  • Ask for suggestions and ideas to help you connect with employers and organizations to find out what they are looking for in candidates
  • Remember you are not asking them for a job!

• Be sure to let your contacts know the results
Contacting Employers

• Identify facilities of interest
• Visit their web sites for further information
  – Click on ‘Careers” or “Nursing” link
  – Conduct a Keyword Search (e.g. nursing students, externship, internship, summer, patient care technician-look at Summer Externship Guide for additional variations)
Contacting Employers (cont’d)

• If you cannot locate application information or specific contact information on the website, call Nurse Recruitment or Human Resources to ask some or all of the following as necessary:
  – Do you have any summer programs for nursing students?
  – What is your hiring timeline? What is the application deadline?
  – Is there a specific contact to whom I should address my cover letter?

• If the phone number for Nurse Recruitment or Human Resources is not on the website, call the main number and ask to be connected

• Follow instructions given via phone or on-line
Tips for Cold Calls

• Be pleasant and courteous to everyone
• Have your resume, as well as pen and paper handy
• Be prepared for a possible impromptu interview
• Be prepared to leave a clear and concise voice mail message.
Prepare Your Documents

• Resume & Cover Letter
  • Career counselors are available to meet with you to review your materials.
  • Take a look at [resources and samples](#) and [presentation slides](#) on the Career Services website.

• Transcript
  • Contact registrar for official transcripts as needed

• Letters of Recommendation
  • Give recommenders sufficient notice
Next Steps

• Follow up your Resume/Cover Letter with a phone call or an email to:
  • Confirm they received your materials
  • Reiterate your interest in the position
• Look at nursing-specific and general interviewing resources on the Career Services website.
• Attend Nursing Career Day to connect with nurse recruiters about summer opportunities
Career Fair Tips

- Plan ahead and prioritize the employers you seek to visit.
- Do your research on your targeted employers and prepare thoughtful questions to ask.
- Prepare one-minute summary of relevant parts of your background as it relates to your interest in the employer.
- Dress professionally. Always err on the conservative side if unsure of required attire.
- Bring plenty of resumes to give to employers.
- Arrive earlier in the day if possible.
- Offer a firm handshake, smile and good eye contact when introducing yourself to employers.
- Be gracious if lines behind you (or in front of you) are long.
- Request a business card for follow up and make notes about highlights of the conversation on the card when time allows.
Final Recommendations

• Start your summer job search early
  – Some externships have early deadlines (November-February). Be sure to review the summer externships with early deadlines on the Career Services web site
  – Have your resume prepared in advance

• Be flexible

• Don’t rely on just one summer job search resource
  – Diversify the number and type of resources in your search

• Explore and use resources available through Career Services
  – Meet with a Career Services advisor by appointment or during walk-in hours
  – Become familiar with the Career Services website