

Career Center FAQs

JOB & INTERNSHIP SEARCH

I'm looking for an internship/job. How can the Career Center help me with finding one?

- **Network!** Most jobs and internships come from referrals, not listings! Connect with alumnae, faculty and staff, the Career Center, and even other students – these are all part of your network.
- Attend our ***How Do I Get There?*** workshop, which covers how to find an internship or create your own through research and networking, both face to face and on social media such as LinkedIn. We will introduce you to [Handshake](#), our online database, where we're connected with thousands of employers and jobs.

The Career Center also has the **Career Advising Network (CAN)**, a database listing Hollins alumnae and other community members who have signed up to offer students advising/networking, housing, and internships. *Email the Career Center to request information from CAN.*

LinkedIn is another great tool for connecting with alumnae and others in fields or organizations you want to pursue. Click [here](#) to search alumnae in LinkedIn by field, major, location, and more.

INTERNSHIPS FOR CREDIT

Students can pursue paid or unpaid internships at any time without registering them for credit. However most students prefer the credit option for the organized supervision and reflection along with being able to count the experience toward major or graduation requirements.

How do I register an internship for academic credit?

Once you've found an internship, you'll need to find a faculty member to sponsor your internship – your advisor or someone in a field related to your internship. You'll need to work with your internship supervisor and faculty to complete the internship agreement form including an internship description, along with the employer details form and internship waiver. At the end of your internship, work with your supervisor to complete the internship evaluation forms. Both you and your supervisor will complete an evaluation so you can each reflect on the experience. Your faculty sponsor will also have assigned you an academic component to complete during or after the internship to reflect on what you learned. Click [here](#) for packet with internship guidelines, paperwork and registration deadlines

How many internship credits can I register for?

Spring, summer, and fall internships can be completed for 2 or 4 credits. 70 internship hours must be completed in order to receive 2 credits and 140 internship hours completed for four credits. January term internships receive four credits and a total of 140 internship hours must be completed.

RESUME & COVER LETTER HELP

I need help creating or updating my resume.

Attend a **Rockin' Resume/Cover Letter** workshop where we cover everything you need to know to generate an attractive, strategic resume and cover letter that gets noticed because it is customized for a particular job or field. This workshop is interactive, allowing you to ask questions as you design your documents right in the workshop.

Click [here](#) for a preview of the resume workshop and all of our resources that will help you polish your resume and cover letter.

I'd like my resume or other application materials reviewed.



We are always glad to help! See our [instructions](#) for having your resume/cover letter reviewed – it’s important to follow them so we have everything we need to analyze your situation and give you the best advice possible.

GRADUATE SCHOOL

I’m thinking about graduate school. What should I consider before applying? Where should I start?

Whether you’re just considering graduate school or actively in the process of applying, our **Going to Graduate School? Workshop** can help! Related materials are available [here](#). This session will cover everything you need to know including finding a program, deciding on whether to pursue a masters vs. PhD, the admissions process, application materials, and when to attend grad school. If you’d like the Career Center to review your materials before you submit your application (always a good idea), please see [resume review instructions](#) and include any materials specific to your grad school application, i.e. writing sample, personal statement.

Are there resources to prepare for graduate school standardized tests?

The Career Center receives information from [Kaplan](#) for the GRE, LSAT, and MCAT. We share updates on Kaplan’s resources and upcoming events in our newsletter but you can also visit their website to access this information anytime. Check our newsletter for information on Kaplan’s resources and events coming up or visit Kaplan’s [website](#) to help prepare you to take an exam.

INTERVIEWS/STARTING A NEW JOB OR INTERNSHIP

I have an interview coming up! How do I prepare?

Attend **The Incredible Interview** workshop to learn all aspects of performing well in job interviews. We also offer [BigInterview](#), a web-based interview practice site where you can practice interviewing on your own time. Career Center advisors can also run a mock interview with you for additional practice once you’ve covered the basics.

How do I get ready for a new workplace?

Attend **Workplace Etiquette** which covers a wide range of topics on professional behavior and communication modes: dress, dining etiquette and RSVP’s, face to face, email, phone and written communications, and document management (i.e. how to save your files!). With this workshop, you’ll learn how to shine in today’s workplace.

C3/HIREHOLLINS/OTHER EVENTS

What is C3?

The Career Connections Conference (C3) is an annual conference unique to Hollins in which 50-75 alumnae share career/life mentoring insights with students. The program showcases the versatility of the liberal arts with a cross-sector, interdisciplinary approach to each session topic to speak to students from all majors, as well as to guide those who are still discerning their career goals or academic interests. In 2019 C3 will expand to include employers and regional partners in field-based networking sessions so students, alumnae and employers can all connect around shared interests. Learn more [here](#).

What is HireHollins?

HireHollins: Employer Talent Showcase is not a traditional “job fair” but an experiential interface with a mix of networking, mentoring, and recruiting. Held early in Spring semester, this is an incredible opportunity to meet and hear directly from employers in a wide variety of fields, many of whom will be hiring for jobs and internships!

What is the How Did YOU Get There series?

Building off the energy and community showcased in C3, this year- round series brings alumnae and other professionals to campus to share what they’ve learned on their own career paths. Reach out to us to create the event YOU want to see!



ADVISING/SELF-ASSESSMENT

I'm not sure what I want to major in. Can the Career Center help me figure this out?

In our workshop, **Who Am I and Where Am I Going?** we help you identify your interests and strengths to help you take your next steps intentionally. We talk about what activities to pursue during your time at Hollins and what majors might be a good fit for you. And annually we hold first year and sophomore class events featuring the Strong Interest Inventory that will produce a helpful profile for you on potential major and career interests.

Can I just make an appointment to talk to someone?

We've found that students learn and do more in our workshops – as a system, these workshops cover far more than you could possibly discuss in a single appointment. Our workshops have been designed to address the most common questions that students have regardless of class year – how to figure out your strengths and decide what you want to do, how to create a resume or other application materials, how to interview well, how to use search tools and networking to find a job, or decide whether to go to graduate school. We've got you covered! Once you've met some basic needs through workshop attendance, we are happy to talk more with you in an appointment to discuss particular issues/situations.

INTERNATIONAL STUDENTS

Can I work in the U.S. as an f-1 student?

Students who wish to work while studying in the U.S. can apply for an on-campus job. Many international students work at the Hollins library or in the dining hall. Jeri Suarez can provide information about the kinds of opportunities available and how to apply. **Students cannot work off-campus without authorization from the [U.S. government](#).**

Please review the work authorization guidelines provided by [International Programs](#). If you have any further questions, feel free to reach out to the director or coordinator of International Programs.

GENERAL CAREER CENTER INFORMATION

How do I learn about career center events and offerings?

- **Check your Hollins email!** The Career Center emails a weekly newsletter to students that contains information about upcoming workshops and events, a hotlist of job and internship opportunities and other helpful information.
- **Attend workshops!** Our programs will get you where you need to go. Click [here](#) for full schedule. If you are unable to attend a scheduled workshop you can access materials 24/7 [here](#).
- **Follow us!** We're on Facebook, Instagram, Pinterest, LinkedIn, and Snapchat. Connect with us to stay updated on events and opportunities that employers and alumnae/I share with us.
- **Email us** at careercenter@hollins.edu or call us at **540-362-6364**.
- **Visit us!** We're located on the first floor of West, and **daily walk-ins** are available to chat about whatever's on your mind: **Monday-Thursday, 3-4pm** and **Friday, 11am-12pm**.

