

STUDENT EVENT TOOLKIT



Roanoke Regional Partnership

Internship Event Preparation



OUTREACH & INTERNATIONAL AFFAIRS
CENTER FOR ECONOMIC AND
COMMUNITY ENGAGEMENT
VIRGINIA TECH.



VIRGINIA
TALENT +
OPPORTUNITY
PARTNERSHIP

Services To Check Out!



Developing Career Readiness Skills

Online course meant for college students preparing for or currently participating in an internship.

<https://virginiatop.org/course-catalog/>



Student Internship Toolkit

Online course that cover topics such as tools and strategies for seeking an internship, resume development, interviews, preparing for your first few days in the internship... etc

<https://virginiatop.org/course-catalog/>



Resume Building

Work on your Resume for the event! Use this instructional video to improve or create a resume ahead of time!

<https://www.youtube.com/watch?v=UP-S9rvAYYo>



Creating an Elevator Pitch

Create/Upgrade/Practice your elevator pitch! This will help you introduce yourself to employers.

https://www.youtube.com/watch?v=Lb0Yz_5ZYzI



Prepare your LinkedIn Profile

Put your best foot forward by preparing your online profile!

<https://www.youtube.com/watch?v=zd4ALKv8Das>



<https://cece.vt.edu/R2InternCollab.html>

Partner Resources

HIGHER ED. RESOURCES FOR STUDENTS:

Central Virginia Community College We assist CVCC students and alumni with all aspects of the career development process, including: Exploring career options, Preparing résumés and cover letters, Getting ready for, interviews, and Information on local job. <https://centralvirginia.edu/career-services>

Ferrum College The Office of Career Services at Ferrum College helps students early on establish career objectives and offers such activities as self-assessment, career exploration, and the employment search process.. <https://www.ferrum.edu/career/>

Hollins University: At the Hollins we offer student advising, alumni connections, and career coaching. To find out more about what Hollins offers see their webpage:. <https://www.hollins.edu/beyond-hollins/career-center-and-life-design/>

Liberty University Career Services serves current residential students, online students, and alumni with a full contingent of career-related services. With 11 industry-specific coaches who have decades of experience, we can guide your career development plans as well as direct you to [online resources](#) including on-demand workshops, resume and CV samples, and tipsheets. <https://liberty.joinhandshake.com/>

New River Community College has Career Services available as part of its comprehensive educational program and includes assistance with exploring, developing, and setting goals related to each student's unique educational and academic needs. Engage in self-discovery, explore possible majors and careers, research occupational information, develop and utilize job search skills, produce career related documents like resumes and cover letters, work on interviewing techniques, and improve job seeking skills. <https://www.nr.edu/careerservices/>

Radford University: At the Career Services office, Radford offers student coaching, a career guide, and other helpful sessions. To find out more about what Radford offers see their webpage:. <https://www.radford.edu/content/career-services/home.html>

Randolph College: Our career coaches are here to help with Internship opportunities, Self-assessment services, Professional Development programming, Resume and Cover Letter work shops, Networking opportunities, Career Immersion trips, Career and Graduate school fairs, and application assistance. <https://www.randolphcollege.edu/cdc/>

Roanoke College: PLACE, Roanoke College's on-campus career center, guides students in Purpose, Life And Career Exploration, offering a range of services including one-on-one advising, job and internship connections, alumni networking, document development, continuing education, and professional coaching. Learn more and schedule appointments with PLACE: roanoke.edu/place

Sweet Briar College: Whether you are a current student or alumnae, our Career Services Office is to prepare students for success through graduation and beyond. We believe career development begins as a first year, with our office offering guidance in discovering passions and strengths, exploring career options, building resumes, practicing job search skills, finding relevant internships, connecting with alumnae and employers, and providing ongoing career advice and opportunities beyond graduation. www.sbc.edu/career-services/

University of Lynchburg: At the Career & Professionalism Center, we support students and alumni in navigating their next career placement by offering career counseling, guidance in resume writing, crafting impactful cover letters, mastering networking and interviewing skills, and more. Whether you're seeking your first internship or making a major career switch, we are here to assist you. <https://www.lynchburg.edu/academics/career-and-professionalism-center/>

Virginia Tech: At the Virginia Tech Career and Professional Development Office, they offer student advising, career outfitters, and the iris photobooth. To find out more about what VT offers see their webpage: <https://career.vt.edu/>

Virginia Western Community College: VWCC offers career advising and coaching, career assessment, resume development, interview preparation, job and internship search resources, and employer connections. <https://www.virginiawestern.edu/career-center/>

Partner Resources

REGIONAL RESOURCES FOR ALL STUDENTS / YOUNG PROFESSIONALS:

Blacksburg Young Professionals is an initiative of The Blacksburg Partnership. This group is meant to allow young professionals to get to know each other and share information, projects & opportunities in the New River Valley area.. Visit our Facebook to stay connected: <https://www.facebook.com/groups/353935109123081/>

Lynchburg Regional Business Alliance (LRBA) offers a wide array of services for students including, but not limited to: internships; introductions to employers ; volunteer opportunities at key events; entrepreneurship training and counseling for any student wanting to explore a start up; Resume review and interview practice. <https://www.lyncburgregion.org/>

Onward NRV is a public/private regional economic development organization whose mission is to attract and retain world class jobs, investments and talent in Virginia's New River Valley. Virginia's New River Valley provides both a small-town atmosphere and an innovative, collaborative and business-friendly culture. It also offers a loyal, highly skilled, and educated workforce. With magnificent mountains, cutting-edge research, and exceptional arts, entertainment, and education— the region is, quite simply, "A Natural Fit". <https://www.onwardnr.org/>

Roanoke-Blacksburg Technology Council : Are you an aspiring STEM professional and interested in making contributions to the amazing innovation economy we have here in the region? Are you seeking some professional development support and financial incentives to help you launch your career? Learn more here: <https://www.rbtc.tech/talent-jobs/changemakerz/> and <https://www.rbtc.tech/talent-jobs/students/>

Roanoke Regional Partnership is a regional group that can help you connect with people who want to live, work, and play in Alleghany, Botetourt, Franklin, and Roanoke counties, cities of Covington, Roanoke, and Salem, and the town of Vinton. Take advantage of their research and events to find your career in the Roanoke Region. Visit their webpage at: of their research and events to find your career in the Roanoke Region. Visit their webpage: <https://roanoke.org/>

Virginia Career Works is a network of state agencies and non-profits working collaboratively to serve job seekers and employers. Basic career services such as resume and job search assistance are available to everyone. Individuals facing barriers to employment may be eligible for comprehensive services that include career navigation and funding for training, transportation, and childcare. To find a center nearest you, visit: <https://virginiacareerworks.com/find-your-career-center/>



Questions to Prepare

QUESTIONS TO ASK:

- What are the qualities you look for when hiring interns/employees?
- What kind of work do you have interns do? Are there any projects that I could anticipate working on?
- What skills should I have learned or be learning to enter this industry?
- What do you like most about working for company?
- How can I stay in touch with after this event?

ANSWERS TO KNOW:

- What are your strengths in this industry?
- When are you looking to start an internship?
- What kind of experience/education do you have relates to your desired career?
- What are your long-term goals?
- Why this industry?
- Any anecdotes about why you would stand out against other candidates.

What to Wear?

IS THERE A DRESS CODE?

Check and see if there is a dress code; if there is not, here are some general guidelines to follow for professional events like these:

Business Casual is the goal!

- Avoid overly formal attire (no long gowns or tuxes please).
- Shoes should be closed-toe, but some formal-looking sandals or heels are acceptable.
- No T-shirts or jeans (dark wash is acceptable, but no holes).
- Avoid “crazy” colors or patterns.

Dress for Success!

- Wear what you might wear to work for the industry you want to work in.
- Make sure you are as comfortable as you can be!
 - Uncomfortable clothing can be distracting.



Event Preparation

YOU REGISTERED!

LEVEL 1

We are so excited to have you!

First thing you can do is check out all of the resources we provided so you can get started!

Keep an eye out for any emails with event updates!

1 WEEK OUT

LEVEL 3

Still plenty of time to prepare!

Use this time to work on your resume, LinkedIn Profile, develop an Elevator Pitch and think about what employers you will approach?

Also make sure you have a ride!

get ahead!

1 MONTH OUT

LEVEL 2

If you registered with a month's worth of time before the event, congrats on being so prepared!

This would be a good time to start looking at what employers will be there and to start tailoring some unique questions & your materials for those employers!

DAY OF EVENT!

LEVEL 4

Crunch Time!

- **Make sure you have a ride**
- **Have a couple resumes printed & prepared**
- **Don't be late!**

Post Event Tips!

Send an email
thanking those
you met!

Celebrate!

Keep an eye out for
any emails from
those you met!

Organize any of
the contact
information you
received

Complete the
Event Evaluation
and look out for
more events



Contact: Event Coordinator

www.reallygreatsite.com



Brenna Valle

PROGRAM COORDINATOR

REGION 2 INTERNSHIP
COLLABORATIVE

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