



# Recruiting Workshop

## How to Approach the Summer Internship Search

Boston University - Kappa Theta Pi Professional Technology Fraternity

Fall 2024 Professional Development



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# Overview

- Summer internships (*especially* tech roles) are becoming increasingly competitive
  - We'll go through tips to help you stay organized and stand out in your internship search
  - This can be a highly intimidating process, but we are here to help!
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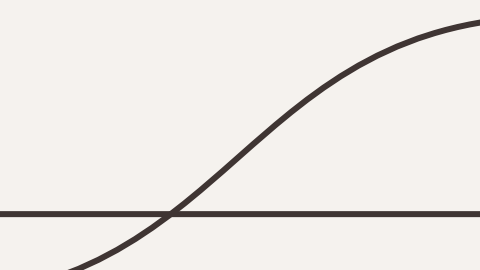
# Recruiting Timeline

- Prestigious companies start putting out applications during the summer prior and finish recruiting by mid-October
- **Many** companies still recruit throughout the fall and into the spring!



## **Moral of the story:**

“Start early (but know it’s never too late!)”

- Grace Dai, SWE Intern @ Our National Conversation
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# Places to Look for Jobs

- Handshake
- Indeed
- LinkedIn
- Glassdoor
- Google Careers
- Company websites

Make extensive use of filters on these sites to make sure the jobs you see are attainable and tailored to you!

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# Application Strategies: Finding your First Internship

- Apply to many different types of roles–don't limit yourself! Any experience is good experience
  - Don't worry if you don't match job qualifications *exact/y*, apply for things slightly out of your expertise
  - Devote time out of each week for applications–don't keep pushing it off!
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“Just apply! You **don’t need to meet all the internship skill requirements** in order to apply.”

- Anissa Patel, Research Assistant @ BU CDS  
Former VP of Professional Development :)

# Application Strategies: Narrow Scope

- Those who already have internship experience could consider a more a narrow job search
- Pick out a list of companies/roles that you think would help advance your career in the direction you want to go
- Network and find people who work in those roles
- Secure referrals whenever possible

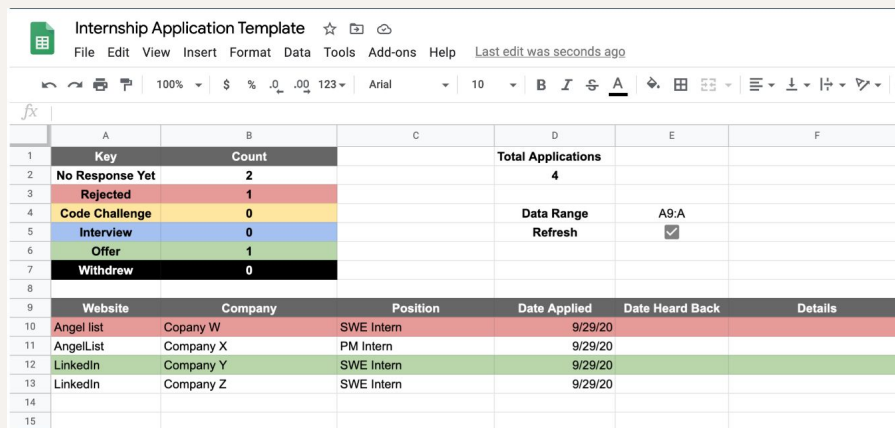


# Organizational Strategies

It's important to stay organized during this process, especially when applying to many internships.

Keep a spreadsheet of your applications, including:

- Position
- Employer
- **Link to portal/application**
- Application date
- Any contacts/network



The screenshot shows a Google Sheet titled "Internship Application Template". The sheet is divided into two main sections. The first section is a summary table with columns A through F. The second section is a table with columns A through F, listing individual applications.

	A	B	C	D	E	F
1	Key	Count		Total Applications		
2	No Response Yet	2		4		
3	Rejected	1				
4	Code Challenge	0		Data Range	A9:A	
5	Interview	0		Refresh	<input checked="" type="checkbox"/>	
6	Offer	1				
7	Withdrew	0				
8						
9	Website	Company	Position	Date Applied	Date Heard Back	Details
10	Angel list	Company W	SWE Intern	9/29/20		
11	AngelList	Company X	PM Intern	9/29/20		
12	LinkedIn	Company Y	SWE Intern	9/29/20		
13	LinkedIn	Company Z	SWE Intern	9/29/20		
14						
15						

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# How to Get Noticed

- Throughout this process, you will most likely get rejected...a lot
  - It's easy to get lost in a sea of applicants
  - A few ways to stand out in your application process
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# How to Get Noticed: AI is your friend!

- Many employers will use AI to scan your resume before it is looked at by hiring managers
- Include keywords from the job description in your resume
- Test your resume with AI tools like [Vmock](#)—free through BU!
- It's okay to use ChatGPT to speed up writing cover letters, but make sure to edit them to make you sound human and likeable!

# How to Get Noticed: Network Network Network!

**“Network.”**

Brandon Wong, Data Science Intern @ BNY

“Try to **connect with someone** in the hiring decision process.”

Sam Offsey, Compensation Analyst Intern @ Textron

**“Network.”**

Madison McDonald, Automation Engineering Intern @ Jabil

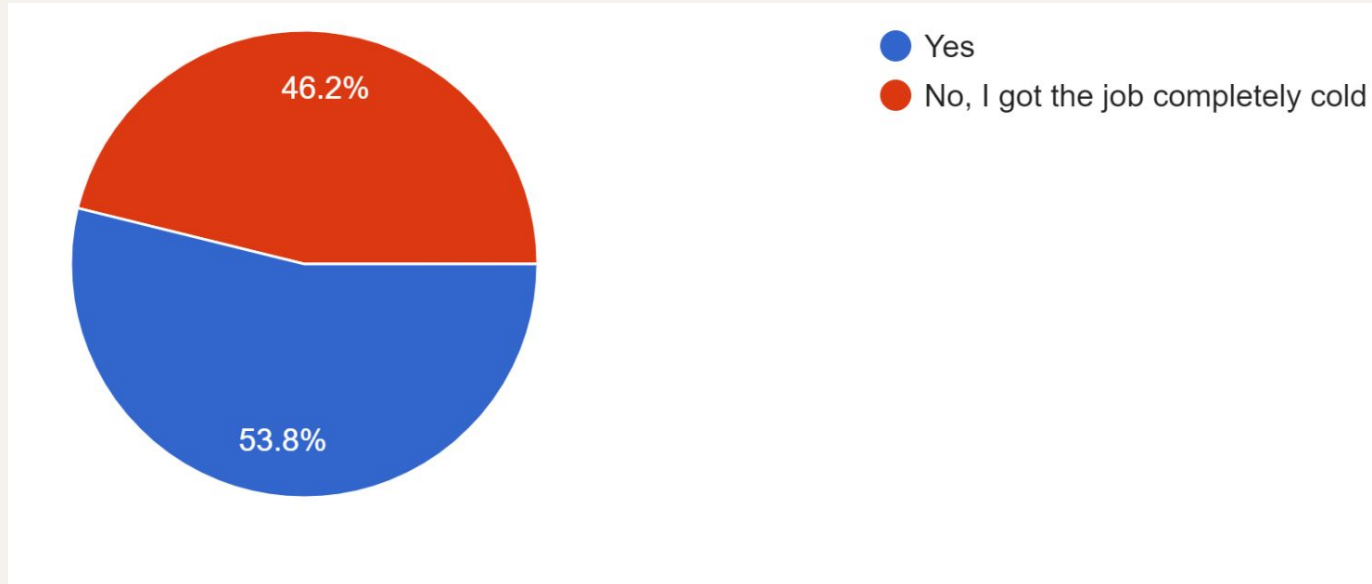
“Start early and **network with people.**”  
Annie Liang, SWE Intern @ Liberty Mutual

“Apply early and **network.**”  
Paul Lee, AI/ML Data Ops Intern @ PadStats

**“NETWORK!** Even with KTP brothers.”  
Andrea Balaguer, External Audit Intern @ PWC

**“Network.”**  
Mikayla Grymes, Pre-construction Intern @ Layton

Did you have any prior contact with the company (networking with recruiters, employees, etc) during the application process?



"10% of hires are coming from cold applications..."

# Networking + Making Connections

- Be persistent and intentional with your messaging
- LinkedIn is your best friend
  - Go out of your comfort zone- the worst outcome is no response!
  - Send a note with an invitation to connect- 5 free per month
  - Look up company's campus recruiters and hiring managers
  - Look for second-degree connections, BU alumni, high school connections, ANY sort of connection and message!
- Handshake
  - Easy to find and message campus recruiters/hiring managers
- BUConnects
  - People may check less frequently, but most direct access to BU's alumni network

# Sample LinkedIn Messages (200 char. max)

“Hi \_\_\_\_, my name is \_\_\_\_ and I’m a BU student studying \_\_\_\_\_. I just applied for the \_\_\_\_ role at (company name) for next summer. Would love to connect and talk more about (company name)!”

“Hi \_\_\_\_, I’m a \_\_\_\_ major at BU and I’m interested in learning more about (industry name). Would love to connect and chat about your experience in the industry!”

Most importantly: try to find something in common and **show genuine interest** (don’t immediately ask for a boost in the application process).

Offer to set up a call or meeting to talk about their career and your future.

# Networking + Making Connections

- Attend career fairs and in-person events whenever possible
  - Can be the best way to make an impression on employers and get your foot in the door
  - BU Center for Career Development hosts several career fairs throughout the year—register for them on Handshake
  - Specific colleges (Questrom, ENG, CDS) host major-specific networking events
- **Everyone register for the Engineering, Computing, Data Science, and Tech Career Fair Fall 2024 on Handshake!!**
  - Thursday, October 10th, 11am-3pm
  - Professional attire required, prepare an elevator pitch, bring resumes



# Networking with KTP!

- Introducing KTP's newest Professional Development resource: [the KTP Internship Guide!](#)
- Here you will find brothers' past internships, responsibilities, and tips for the recruitment process.
- If you don't know where to start in this process, look for brothers that had roles you might be interested in and reach out! Ask about application tips, contacts they may have at the company, or career advice in general.

## Engineering

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### Summer 2024

Julia Flynn, BME '26 | Regulatory Affairs Intern @ Werfen

*Main responsibilities: Assisted with regulatory filings, license requirements, and recertification audit with BSI.*

*Piece of advice: Go to career fairs and take advantage of BU's opportunities.*

Makayla Tajalle, CE '26 | Operations Intern @ Sound Transit

*Main responsibilities: I worked on a sustainable energy project with the engineering team.*

*Piece of advice: Apply early and a lot.*

Nikki Nemerson, MechE '25 | Research Assistant @ BU KABLab

*Main responsibilities: I worked on hardware for self driving labs by utilizing CAD (SolidiWorks), additive manufacturing, and programming.*

*Piece of advice: Don't be afraid to reach out to professors. They truly do want to help you, and if you get turned away that means that professor is not doing their job!!*

Madison McDonald, MechE '26 | Automation Engineering Intern @ Jabil

*Main responsibilities: Assisted engineers with assembly lines, adapted a piece of equipment to be compatible with new product variants.*

*Piece of advice: Network.*

Mikayla Grymes, BME '27 | Pre-Construction Intern @ Layton Construction

*Main responsibilities: Estimating healthcare buildings.*

*Piece of advice: Network.*

# Reach out to professors

**“Don't be afraid to reach out to professors.** They truly do want to help you, and if you get turned away that means that professor is not doing their job!”

- Nikki Nemerson, Research Assistant @ BU KABLab

# Mental Health

- Recruiting is a learning experience. It's okay to be out of your comfort zone!
- Companies suck sometimes. You will get ghosted, and might even have abrasive experiences. Don't take it personally!
- Your recruiting success  $\neq$  your self worth
- It's okay to take a step back if the process is causing you undue stress. Remember that nothing matters and nobody cares as much as you do.
- We are here for you! Don't hesitate to reach out with questions or concerns :)

# Helpful Links

[BU CCD Events and Programs](#)

[BU Handshake](#)

[KTP Internship Guide](#)



Scan for slides

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# Brother Q&A

**Maddie McDonald**, Automation Engineering Intern @ Jabil

**Thomas Yousef**, IT Enterprise Solutions Intern @ Fresenius Health

**Andrea Balaguer**, Audit Intern @ PwC

**Patrick Blejwas**, Product Technician Intern @ Tiffany and Co.

**Josh Leeds**, BI Data Analyst Intern @ Comcast

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# Thank you!

Please feel free to reach out to me with any questions!

