

The Minnesota Technology Association



## A Student's Guide to SciTech

How to use the program to secure your next paid internship

### **Start by logging in and exploring the job board**

If you meet all the program requirements, a welcome email will be sent to you with additional information on how to use the program. If you don't see it in your inbox, check your junk mail folder for an email from SciTechMN@mntech.org.

*Please, read that email carefully!* Remember, we don't match you or place you with a company. **It is your responsibility to search the job board and directly contact the hiring managers for the jobs you are interested in.** Their emails and phone numbers will be listed in the job description.

### **Star your favorite jobs so you can revisit them later**

If you're casually browsing and see a position that you like but aren't quite ready to apply for it, you can click the star to the left of the job. That will save the position and place it at the top of the job board the next time you log in.

### **How to Stand Out to Employers**

During past career fairs, campus visits and presentations, many students have asked about what employers look for when hiring interns. Setting up a good SciTech student profile with a professional resume and clear personal statement will increase your chances of landing an internship.

### **Create an outstanding student profile**

Your student profile consists of two parts, your Personal Statement and your Resume.

Writing a strong **Personal Statement** gives you a chance to communicate:

- Who you are
- Your interests
- Your aspirations
- And what you're looking to achieve from your prospective internship

It should be a short paragraph, no more than three to four sentences. This is your first chance to wow a future employer, so make it impactful.

For the **Resume** section, you can copy and paste the text from your professional resume into the corresponding fields.

We strongly recommend scheduling an appointment with **your school's career service center** to peer review your resume before applying for jobs. They have the resources and expertise to help you throughout your internship applications!

### **Highlight your soft skills and be passionate**

A great SciTech profile showcases your **technical skills**, as well as your **soft skills**.

Soft skills are personal attributes that you need to succeed in the workplace. From our survey to SciTech employers, students with cross-functional experiences in addition to STEM related experiences have better chances of getting hired.

“An engineering student with customer service experience or a science student with a marketing background enhances how employers view them,” said one of our survey participants.

In our survey to employers, these are examples of soft skills that are most favored:

- Organization
- Communication
- Teamwork
- Responsibility and self-motivation
- Analytical skills
- And the ability to see the big picture

Employers especially show interest in students that express their passion and willingness to learn, who are ambitious and confident in asking questions. **Showcasing these abilities in addition to the technical skills mentioned in the job descriptions will make you an attractive candidate.**

### **How do I apply for a position?**

Once you're confident with your Student Profile, it's time to start applying for internships by reaching out to the company using the contact info they provide in the job description.

**It's very important that you DO YOUR RESEARCH FIRST!** Review the job description carefully to make sure you're a good fit. Visit the company's website to better understand what they do. Read their press releases or blogs if they have them and try to understand their work and culture. **Coming to an interview knowing as much about the company as you can is an awesome way to impress employers!**

Each job description comes with the hiring manager's personal email and phone number. There might be specific instructions about how to reach out and apply, so make sure you check that first. Then it's time to **compose an introductory email.**

When you write your email, **make sure to project yourself in a professional manner.** Be sure to tailor your message to each job description. This goes for the resume and cover letter as well. Use the information provided in the job description to pull out what is important. You want to make it clear why it makes sense that you are applying for the position (help the employer connect the dots between what you have to offer and what need they are trying to fill).

Here's a good way to format your email:

- Introduce yourself
- Explain how you found the job posting on SciTech and that you're interested to apply
- Focus on what you have to offer to the company and why you would be a good fit
- Attach a PDF copy of your Resume and a **Cover Letter** (which should be tailored for this specific opportunity)

### **Ask for an interview**

Conclude by expressing your interest in talking with the company either virtually or in-person about the position you're applying for.

## **Bonus tips to ensure your success!**

### **Carefully read all emails from SciTech**

Our weekly emails to SciTech students let you know about new job postings on our site, but that newsletter also includes a lot of helpful resources. Take some time to read through the articles we share from [The Muse](#), they have great tips on resume building, interviewing and so much more.

## **Make use of your college's career service center**

Go and talk to your friends in the career services department at your school! Career service personnel can help you:

- Polish your resume
- Write Cover letter
- And prepare for phone and in-person interviews

You should treat your internship search the same way you would if you were applying for a full-time job. Because you never know, it might turn into one! Many students are hired by companies after their internship ends.

For more help and preparation, check out our [Student Resources](#) on SciTechMN.org.

- [Where Are They Now? Blog Series](#): Specific tips and advice from SciTech Alumni who are now working fulltime in their field
- [What Do Employers Want?](#) Tips on what skills and experiences to highlight in your resume/ profile based on answers from our SciTech employers
- [How to Tell Your Story](#): a virtual workshop recording made in collaboration with the North Star STEM Alliance on how to craft an elevator pitch/ personal statement and use that when responding to the prompt, "So, tell me about yourself."

For more information, email Piper Cleaveland, SciTech's Student Outreach and Communications Manager, at [piper@mntech.org](mailto:piper@mntech.org)