Career Advancement is committed to helping you successfully navigate the process of identifying and securing a meaningful summer internship or research position.

We encourage you to use the following list of key signposts to map out your career exploration journey and stay on track throughout the year! The list below is not a set of requirements, but rather an outline of helpful steps past Odyssey Scholars took in their approach to an effective summer opportunity search.

**FALL QUARTER 2019**

- **October**: Finalize your top internship industry preferences and your desired geographic location for the summer; update the “Career Interests” section of your Handshake profile.
- **Early November**: Reflect on results of your StrengthsQuest assessment and incorporate your top talents into your resume; submit final draft of resume to career adviser for review.
- **Late November**: Begin drafting your first cover letter, tailoring your past experiences to the qualifications desired by the types of summer opportunities you want to pursue.
- **Early December**: Work with your career adviser to develop a list of 3-5 positions to apply for over Winter Break. Use the Winter Break to explore opportunities on Handshake and begin submitting your applications.

**WINTER QUARTER 2020**

- **Early January**: Continue to hone your cover letters and identify additional opportunities of interest to pursue; if needed, use the outreach template on the Odyssey Career Resource Center to contact faculty or employers outside of Handshake.
- **Mid-January**: Schedule a practice interview at Career Advancement through Handshake.
- **February**: Continue to apply and interview with employers; follow up with thank you notes to interviewers within one business day of interview.
- **March**: Create a back-up plan with your career adviser if the positions for which you’re currently interviewing do not yield an internship offer.

**SPRING QUARTER 2020**

- **April**: Confirm your start date, keeping in mind the UChicago spring quarter schedule. Begin making arrangements for housing and transportation during the summer.
- **May**: Familiarize yourself with the expectations of your summer employer and the organizational culture; gain tips on how to be a great intern at the Professional Preparation Workshop & Reception.
- **June**: Begin your summer opportunity and let your career adviser know how things are going on the job! Use this summer as a career exploration opportunity; reflect on what you’ve learned and enjoyed.

**SUMMER QUARTER 2020**

- **July**: Your career adviser will check-in to see how your internship is going; add value to the organization whenever possible; create quantifiable impact by taking ownership of projects and showing initiative.
- **August**: Focus on building new skills and experiences to add to your professional narrative; take advantage of the built-in network at your employer and connect with your colleagues.
- **September**: Send a thank you note to your supervisor and any colleagues who supported you throughout the summer; these professional contacts may be willing to serve as references for you in the future.