

UNIVERSITY OF PITTSBURGH

INTERNSHIP GUARANTEE

Students who complete the **Internship Preparation Program** and related requirements are **guaranteed** placement in at least one internship or other experiential learning opportunity during their undergraduate career. The Internship Preparation Program is a combination of workshops and individual appointments hosted by the Office of Career Development and Placement Assistance.

The Internship Prep Program consists of:

Group Sessions

- Resumes and Cover Letters
- Networking and Social Media
- Searching and Applying
- Interviews and Research

Individual Appointments

- Resume and Cover Letter Reviews
- Search Support (for any location)
- Mock Interviews
- Networking etiquette

Don't delay!

Let us help you get on track and set your personal timeline ASAP.

How do I get started?

Attend a Session

- Open FutureLinks at my.pitt.edu
- Select Events > Workshops
- RSVP for the session(s) you want to attend first

Make an Appointment

- Through FutureLinks:
 - Select "Request an appointment"
 - Set up a time with one of the Internship Team Members
- By Phone:
 - Call 412-383-4473

Contact the Internship Team

200 William Pitt Union
412-383-4473
intern@pitt.edu
www.internships.pitt.com
Walk-in hours:
Monday-Friday, 1-3 p.m.

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CAREER DEVELOPMENT AND
PLACEMENT ASSISTANCE