The Home Advantage – Interning in Your Hometown

Familiar Territory & Familiar People

Whether you’re aware of it or not, you have existing connections in all kinds of places within your home community. Everyone you know is a resource:

- Your personal support network (immediate or extended family, caregivers, etc.)
- Former teachers
- Coaches
- Summer job supervisors or coworkers
- Volunteer supervisors or fellow volunteers
- Friends and friends’ parents
- The clerk at that store you used to go to all the time, and many, many more.

Don’t worry if you don’t have the closest relationship or didn’t stay in touch – reach out and lead with the common denominator: I’m from XYZ and am home, hoping to reconnect with this community.

People value shared experiences and commonalities – saying that you’re from the town or city you’re applying in will always generate a positive response.

Finding Opportunities “at Home”

- Dive into your network and **consider all your hometown connections** who may be able to assist you (see above) or a Dartmouth alumni club in your area.
- Use LinkedIn or the **Dartmouth Career Network** to find alumni in your area using the location filter.
- **Contact your Chamber of Commerce to ask about your local Young Professionals Group.** Sometimes there’s a small fee to join, so if you’re unsure, reach out to the contact person first to see if this would be a good option for you. Through a YPG, you get access to professional networks and leads for all kinds of opportunities. It’s a great way to learn about opportunities, get and provide professional support, build professional skills, and meet new people!
- **Make a list of all the businesses/organizations of interest in your hometown.** What functions do they have that they may need support with? Do they have any opportunities for a student to create something they need? Who do you know that might know someone at this organization?
- Utilize **D&B Hoovers** via our Dartmouth Library to **expand this list of potential employers** in your hometown. Through D&B Hoovers you can easily find local businesses as well as a listing of available contacts. Also check out your local Chamber of Commerce Directory online for more ideas.
- **Be flexible** and consider different ways to create a professional opportunity: volunteering, part-time jobs, short-term internships, remote micro-internships, remote internships, and virtual shadowing. Get inspired with our **Idea Guide**.
- **Use job boards** such as Idealist.org, Indeed.com, Glassdoor.com or Monster.com to find remote opportunities you can do while you’re at home. Of course, keep your eyes on DartBoard, but make use of others as well.

Dartmouth Center for Professional Development
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I Found a Couple of Businesses/Opportunities I’m Interested in – What Now?

• **If there’s a posting:**
  - Read it very carefully and start customizing your application materials (resume, sometimes a cover letter, maybe a writing sample). *Pro Tip*: Make sure to put your home address back on your resume and your other application materials!
  - Think about who you know that might know someone at this organization – would they be open to putting you in touch with their contact? If so, set up an informational interview if there’s time.
  - Submit your application!

• **If there’s no posting, and you’re reaching out “cold”**:
  - Think about who you know that might know someone at this organization – would they be open to putting you in touch with their contact? If so, set up an informational interview if there’s time.
  - Make sure to follow local news online or through local publications. Perhaps an employer in the area just did something to help support frontline workers – being aware of what employers are doing in the current situation will help you start a great conversation with an organization contact (and will help you shine in your interview!).
  - Take a look at these [email templates](#) and make sure to customize your message to reflect your specific concerns.
  - When you apply, make sure to mention the person with whom you had a conversation.
  - If the employer says they’d technically be open to having a remote intern but they’re not sure how to go about it – take a look at this [guide for employers hosting virtual internships](#), courtesy of the University of Michigan!

**What else?**

Schedule your CPD Career Coaching Appointment in DartBoard to:

- Get feedback on your resume
- Practice your elevator pitch, and
- Learn more about all the amazing resources for internship (and job!) seekers during this time!
WORKING REMOTELY

SETTING EXPECTATIONS

- Treat the experience as if you are in the workplace (office, lab, etc.).
- Establish a set schedule for when (and how long) you are expected to be online.
- Check out these 23 Essential Tips for Working Remotely, as well as What you Need to Know to Start Working From Home (tips 5 & 6 are particularly good!)

TECH SETUP

- Choose a location that has a stable, reliable internet connection. TIP: Type "internet speed test" into your browser and run the program to check if your location allows for a stable connection.
- Use a headset if available.

SETTING UP YOUR HOME OFFICE

- Your environment directly impacts your work: create a workspace that will help you stay productive.
- Ensure that you are in a quiet location that allows you to hear and be heard.
- Take steps to ensure that all of your office conversations also remain private.
- Clear your background of any distracting visuals (posters, foot traffic, sunlight, etc.)
- Check out this article on How to Set Up a Workable Home Office.

VIDEO CONFERENCE TIPS

- Establish your video connection five minutes before any video call or conference, so that you can troubleshoot any issues and "arrive" ready to start on time.
- Dress professionally from head to toe in case you need to stand during a conversation.
- Collect all notes and online materials needed (as well as water) BEFORE you log in.
- If you need to leave your position, mute your audio, and close your camera function as well.
- When speaking, look directly in the camera.
- In group conference calls, you can utilize the chat function as needed to get an answer from someone specifically without interrupting the conversation. (Remember, that anything you type could be shared with others!)
- Be conscious of your room's lighting. If needed, close blinds and/or turn on lights to ensure people can see you well.
- Mute your microphone in group discussions when you are not speaking to avoid ambient noise.

For more tips on succeeding in the home office - schedule an appointment with a CPD Career Coach.