



## Helpful Tips for the Externship Application Process

- Read through entire Externship booklet; don't limit yourself to certain industry categories. The purpose of the program is to help you explore career areas, especially those in which you have limited knowledge.
- Remote and in-person externships are available. Consider both formats, including in-person opportunities in different geographical areas. Some hosts offer housing and you may apply for Externship Aid through the Alumni Association to assist with travel and lodging costs (distributed on a receipt reimbursement basis; separate application required; details provided during orientation).
- Make sure you read the *Special Requirements* section of the Externships you are interested in to see if the host has restrictions on who may apply (i.e., certain class years, majors, etc.).
- List (up to) your top six choices on the application form. The Career Center encourages you to choose more than one or two selections, to increase your odds for obtaining an Externship.
- Be aware of the weeks the host is available. Make certain you are not applying for an Externship where your availability and the host's do not match. We encourage students to have two of the three program weeks available to allow for flexible scheduling with the host.  
**(January 2024 program weeks are: January 1<sup>st</sup>, 8<sup>th</sup>, and 15<sup>th</sup>.)**
- Only completed Externship applications submitted by the due date will be considered. **The deadline for the 2024 Externship Program is 12pm (noon) on Friday, October 27<sup>th</sup>.**
- Your essay is a very important component of your application. Spend an appropriate amount of time gathering your thoughts. **Only one essay is required per student**; you should not write separate essays for each Externship selection. All essays must be typed and should be approximately 500 words in length. Please include your name on all pages.
- Your resume should be done in professional resume style which effectively communicates your education, skills, and experience. Gateway strongly advises having your resume reviewed prior to application for the Externship Program during one of our **Document Review Days. On October 19<sup>th</sup> and 25<sup>th</sup>, email your resume to [careers@lafayette.edu](mailto:careers@lafayette.edu) between 9am and 4pm to get resume feedback within 24 hours.**
- All else being equal (regarding quality of application materials), students who are actively engaged with Gateway are given preference in the Externship matching process.
- Class year may also play a role in the matching process, if all other requirements are met at an equal level (i.e., Gateway, resume, essay).
- Gateway performs the final matches. The host receives the student resume once the match is made.
- The Externship Program is competitive, although the Career Center attempts to match as many students as possible. If you are not matched one year, that is taken into consideration if you apply the following year. In recent years, 80% or more of student applications have been matched.
- If you apply for an Externship and are matched, participation is **REQUIRED**. Failure to participate will be considered negatively in any future Externship applications and reflect badly on the Career Center, the Externship Program and the College.
- Contact Gateway with any questions throughout the application process. We are happy to help you in preparing the best application materials possible.
- Carefully review the "How Can I Apply for An Externship?" document to review the required application process, watch the Webshop (<https://bit.ly/lafexternshipwebshop>), and/or attend the workshop on **Wednesday, October 18<sup>th</sup> at 12:15 (virtual) or 4:30 [(Old) Oechsle Hall Room 224].**