

FINDING AN INTERNSHIP

FINDING A PROGRAM

- Reach out to your school's counselor—they can help connect you to programs accepting interested high school students.
- The internet can also be a great place to search for programs, but many are looking for college students. Make sure that any programs you find accept high school students.
- Verify the legitimacy of programs—make sure that you are not being taken advantage of.
- Refer to the California DECA resume guide for tips on constructing your resume



ACING THE INTERVIEW

- Practice for interviews to build confidence
- Prepare answers for common questions and an elevator pitch of your skills.
- Do research on the organization before the interview—it will give you perspective on what they are looking for and how you fit in.
- Dress professionally on the day of the interview.
- Apply the STAR method for answering questions
 - Describe a situation your were in
 - What task, or goal, were you working towards?
 - What actions did you take to solve the situation? (Focus on what you did, not what the group did)
 - What were the results if your actions?