







## Career Ready Workshop

How to Have a Successful Internship and Gap Year Experience



## What Kind of Internship Is Right For You?

- Business Internships
- Law Firm Internships
- Pro-bono Law Internships
- Research Internships
- Public Service Internships
  - Government
  - Advocacy



## How to Find an Internship

- BuckyNet/UW-Madison Student Job Center
- UW-Madison International Internship Program (IIP)
- Idealist
- Company or organization website
  - Congressional
- Google



## How to Find an Internship (continued)

- White House Internship Program
  - White House Initiatives
- Asian Pacific American Institute
- Congressional Black Caucus Foundation
- Congressional Hispanic Caucus Foundation
- Goldman Sachs



## How to Find an Internship (continued)

- Wisconsin AHEC Community Health Internship
- Wisconsin Summer Affirmative Action Internship Program
- City of Madison AASPIRE Internship
- Montgomery Summer Research Diversity Fellowships



## What is a gap year?



### Definition

Short-term opportunity for graduates who have not yet decided upon a career and want to take some time off before going to law school or starting a career





## Why should I take a gap year?



- 1. Explore career interests
- 2. Ensure the legal field is right for you (before spending money on law school)
- 3. Enhance your resume
- 4. Develop new skills



- 5. Attain a professional letter of recommendation
- Strengthen personal statement & admission portfolio
- 7. More time to study for the LSAT
- Increase GPA
- 9. Save up money for law school



# How do I prepare myself to apply for a gap year opportunity?



## Goldman Sach's Summer Analyst Internship

A Goldman Sachs internship gives you a unique opportunity to learn about the finance industry by working side by side with the experts. Our interns don't learn by watching, they learn by getting involved in real projects.

### WHO CAN APPLY

The summer analyst role is for candidates currently pursuing a college or university degree and is usually undertaken during the second or penultimate year of study. While your discipline or major are not important, we are looking for students with an outstanding record of academic achievement and an interest in the financial markets.

### APPLICATION DEADLINE

Our deadlines vary by school. Please check your school's careers site for specific deadlines.

### ABOUT THE PROGRAM

This is a ten-week program designed to fully immerse you in the day-today activities of one of our divisions. The program starts with an orientation where you'll learn about our culture, as well as the benefits and responsibilities of being a member of Goldman Sachs. You will also receive division-specific training designed to help you succeed in your division.

After training, you will receive real responsibilities to give you a sense of what you would be doing, day to day, as a full-time Goldman Sachs employee. Along with fellow interns, you will work alongside leaders within our industry. Successful Summer Analysts may be invited back to join our New Analyst program in a full time position.



## **Update Your Resume**

### **Bucky Badger**

(608) 890-4929 • bbadger@wisc.edu 821 W Johnson St. • Madison, WI 53706

### **EDUCATION**

University of Wisconsin-Madison Bachelor of Business Administration degree

Double Major: Finance & Risk Management and Insurance Overall GPA: 3.8/4.0

### EXPERIENCE

### University of Wisconsin Credit Union

Madison, WI September 2013-Present

Madison, WI

May 2017

- Handle up to \$7,000 in cash per day
- · Prepare documentation for and process deposits, withdrawals, loan payments and tax payments
- · Explain benefits of new products and services to customers
- Refer customers to qualified bankers and investors using in-depth knowledge of products and services

### Target

Sales Associate June 2011-August 2013

- . Manage cash register, handling \$500+ per shift in cash and credit transactions . Conversed with customers about purchase needs and available products
- Deliver friendly and efficient customer service environment according to corporate standards

### **ACTIVITIES & LEADERSHIP EXPERIENCE**

### Ignite the Potential, Wisconsin School of Business

Madison, WI

- . Networked with corporate sponsors, professionals, business school faculty, and pre-business students
- . Developed professionalism, leadership, and personal capability in business through break-out sessions

### Alpha Kappa Psi, Professional Business Fraternity

December 2013-Present

- Finance Chair . Assist management of \$75,000 budget using Microsoft Excel to efficiently allocate funds to events and philanthropy
- Oversee dues for 120 members and deposit into bank account

### Wisconsin School of Business BBA Government

Madison WI January 2014-Present

- . Utilize a \$1,000 budget to fund promotional materials and refreshments for one volunteer event
- Lead 20-member committee and delegate duties and responsibilities for various fundraising events
- Coordinate large-scale fundraising event exceeding 500 guests



### **Bucky Badger**

(608) 890-4929 • bbadger@wisc.edu #25 W Johnson St. • Madison, WI 58706

### EDUCATION

### University of Wisconsin-Madison

Bachelor of Business Administration degree Double Major: Finance & Risk Management and Insurance

### PROFESSIONAL EXPERIENCE

### University of Wisconsin Law School Law & Entrepreneur Clinic Student Valunteer

June 2014-Present

Madison, WI

Madison, WI

May 2017

- . Facilitate 2 client intakes per week; gain understanding of practical aspects of transactional law
- · Assist law school students with documentation for attorney referrals
- . Reach out and communicate with perspective clients, ranging from 10-20 each month
- . Provide general office support for 10 team members

### University of Wisconsin Credit Union

Madison, WI January 2015-Present

Teller Supervisor

- · Lead and manage 5 employees per shift . Maintain and report currency transactions, totaling \$30,000 per shift
- Provide extensive training for 2 new employees

Teiller

September 2013-January 2015

- . Handled up to \$7,000 in cash per day
- . Prepared documentation for and process deposits, withdrawals, loan payments and tax payments
- . Explained benefits of new products and services to customers
- . Referred customers to qualified bankers and investors using in-depth knowledge of products and

### **ACTIVITIES & LEADERSHIP EXPERIENCE**

### Alpha Kappa Psi, Professional Business Fraternity Finance Chair

Madison, WI December 2013-Present

- Manage \$85,000 budget using Microsoft Excel to efficiently allocate funds to events and philanthropy
- . Oversee dues for 130 members and deposit into bank account
- . Audit expense report; send to the Alpha Kappa Psi governing committee at the end of the fiscal year

### Wisconsin School of Business BBA Government

January 2014-May 2014

Fundraising Chair Utilized a \$1,000 budget to fund promotional materials and refreshments for one volunteer event

- · Led 20-member committee and delegate duties and responsibilities for various fundraising events
- . Strategized an effective logistical procedure the day of the plungs with the BBA Government advisor
- Coordinated large-scale fundraising event exceeding 500 guests; raised \$2,500 for charity



### **Tailor Your Cover Letter**

### **Bucky Badger**

(608) 890-4929 • bbadger@wisc.edu 821 W Johnson St. • Madison, WI 53706

February 12, 2015

Dear Goldman Sachs Recruiting Team:

As a motivated and successful junior at the University of Wisconsin-Madison and an involved leader of two student organizations on campus, I am eager to get involved in the corporate world by working on real projects. My experience demonstrates I am a highly motivated student eager to learn more about the finance industry. As a successful student who has demonstrated leadership capabilities, I believe I exemplify the qualities upon which Goldman Sach's client-focused mission and values are built.

Throughout my college career I have excelled in all of my courses. These courses have provided me with a strong background in the study financial markets as well as have strengthened my abilities to analyze financial data and make critical business decisions. I believe my strengths in these areas would be a valuable asset in working as an intern for Goldman Sach's.

I have supplemented my education with jobs and participation in student organizations. Working as a bank teller has provided me with a great opportunity to use my knowledge and skills and apply them to the real world. I enjoy using my financial knowledge to assist customers with their banking decisions, which has strengthened my interpersonal skills by teaching me how to deal with challenging customers. In addition, my involvement with extracurricular activities while maintaining an excellent academic record has prepared me for the demanding work schedule and challenges I would face. For example, I have taken initiative with the Wisconsin School of Business BBA Government in fundraising by organizing a fundraising event and reaching out to alumni, which raised money for a local charity. While holding this position, I learned how to effectively plan an event, raise money, and network with alumni. These characteristics will allow me to become a strong contributor within Goldman Sach's Summer Apalyst Internship.

Please find attached my resume. I would welcome an opportunity to discuss my qualifications with you and learn more about the Summer Analyst Internship. Please contact me at (608) 890-4924 or at bbadger@wisc.edu to discuss the possibility of an interniew.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

**Bucky Badger** 



# What resources are available for finding a gap year opportunity?



## **Examples of Gap Year Opportunities**

- Professional Experience
  - BuckyNet
  - Company websites
- Nonprofit
  - Americorps
  - Idealist.org
- International Volunteer Opportunities
  - United Nations Volunteers
  - Peace Corps

- Teaching
  - Teach for America
  - CIEE
- Educational Programs
  - NYU Summer Publishing Institute
  - Dartmouth's Tuck Business
     Bridge Program
- Fellowships



## Resources in Finding a Gap Year Fellowship

- Profellow
  - Academic and professional
- Amherst College: <u>Post-baccalaureate Direct-Apply</u> <u>Fellowships Database</u>
- UW-Madison Undergraduate Academic Awards Office
  - Fulbright
  - Rhodes



## **GOOD LUCK!**

Questions?
Schedule an appointment at www.prelaw.wisc.edu