



# Getting Involved & Gaining Experience

[careers.rutgers.edu](https://careers.rutgers.edu)

Division of Undergraduate Academic Affairs,  
Rutgers, The State University of New Jersey

**RUTGERS**  
University Career Services



## Getting Involved & Gaining Experience

Identifying and declaring a major is not required prior to building experience and creating your resume. Employers seek students with skills, not necessarily a specific major. Building skills and enhancing your resume should begin as early as your first year at Rutgers. While you might not be ready for an internship in your first or second year of college, you can gain experience by participating in other experiential education opportunities available on and off-campus.

Joining a student organization, volunteering on campus or at a local nonprofit, working part-time, or participating in research with a faculty member all represent valuable experiences that help build skills to include on your resume. From these experiences you can begin developing key skills employers seek such as time management, teamwork, and leadership. These experiences are the stepping-stones to increasing your marketability for future internship opportunities. Get started on creating your strategy for gaining experience and being "internship ready."

### Where to look?

Student Life	<a href="http://getinvolved.rutgers.edu">getinvolved.rutgers.edu</a>
Student Employment Office	<a href="http://studentwork.rutgers.edu">studentwork.rutgers.edu</a>
Aresty Research	<a href="http://aresty.rutgers.edu">aresty.rutgers.edu</a>
Community Service	<a href="http://communityservice.rutgers.edu">communityservice.rutgers.edu</a>
CareerKnight	<a href="http://rutgers-csm.symplcity.com/sso/students/">rutgers-csm.symplcity.com/sso/students/</a>



## Why Gain Experience?

- Develop skills
- Clarify career interests
- Enhance learning
- Establish references
- Build a network
- Prepare for graduate school

### Types of Experience

**An internship** integrates knowledge and theory learned in the classroom with practical application and skill development under direct supervision in a professional setting. Internships are a low risk way to test career options.

**Campus involvement** includes participating in leadership roles, societies, student organizations/clubs, Greek life, and/or service initiatives on campus.

**Cooperative education (co-op)** provides students with work that is directly related to their majors or career goals. Co-ops are typically full-time, 6 month experiences. All co-op positions are paid and the vast majority involve some form of academic credit.

**An externship** is a job shadowing experience which allows students to spend between a day and several weeks observing professionals on the job.

**Research** is a faculty/professional-led experience involving collection and analysis of information about a particular subject.

**Employment** is paid part-time or full-time work. While it may not provide a direct connection to your major, the transferable skills learned are endless.

**Studying abroad** is when students pursue educational opportunities in another country to learn and experience new cultures while gaining credit.

**Volunteering** is taking part in a service or task willingly and without compensation.



# CareerKnight

## Your Key to Career Success

CareerKnight is your online career management system, developed specifically for Rutgers students and alumni. Through CareerKnight you can navigate every step of your career development plan with an abundance of resources:

- Schedule career advising appointments
- Register for upcoming workshops and events
- Develop resumes and cover letters
- View and apply for internship and job listings
- Participate in the On-Campus Interviewing Program
- Practice interviewing through "Mock Interviews"
- Learn about the latest career and internship fairs

[careers.rutgers.edu/CareerKnight](https://careers.rutgers.edu/CareerKnight)

## Offices

**College Avenue Campus:  
Gateway Transit Village**  
106 Somerset Street, 4<sup>th</sup> FL  
New Brunswick, NJ 08901  
848-932-7997  
732-247-0858 (Fax)

**Busch Campus:  
Busch Student Center**  
604 Bartholomew Road  
Piscataway, NJ 08854  
848-445-6127  
732-445-6150 (Fax)



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