

Internship Advising Conversation Summary

Date: [Insert Date]

Advisor Name: [Insert Advisor Name]

Student Name: [Insert Student Name]

Summary of Discussion

- **Internship Opportunities:** Discussed various companies and positions relevant to my major.
- **Application Process:** Reviewed the application steps and important deadlines.
- **Networking:** Emphasized the importance of building connections in my field.
- **Resume Tips:** Suggested ways to enhance my resume and cover letter for specific roles.
- **Interview Preparation:** Provided resources and practice questions for upcoming interviews.

Action Items

1. Research three internship positions by next week.
2. Revise resume based on advisor's feedback.
3. Attend the networking event on [Insert Date].

Next Steps

Schedule a follow-up meeting on [Insert Future Date] to discuss progress and next steps.

Thank you for your guidance!