CareerStart
Convent & Stuart Hall

HOW TO APPLY - CAREERSTART INTERNSHIP PROGRAM 2027

CareerStart is a program run by volunteers that provide students with job skills and career exploration opportunities through summer internships. The program is 100% run by parent and student volunteers, in collaboration with the school's career services team, and offered to current Convent & Stuart Hall Sophomore and Junior high school students.

The CareerStart program relies upon the vibrant network of our Convent & Stuart Hall parent community in the Bay Area to provide a curated selection of 1-to-4 week summer internships. Through CareerStart, students build foundational work skills and explore potential career paths and interests. In going through the process of applying for internship opportunities, students will build the skills to successfully navigate the job application process.

We are excited to have you apply to join the program this summer!

INTERNSHIP FAQ's

- Internship employers are members of the Convent & Stuart Hall parent and/or alumni community who are interested in mentoring current high school students
- Employers come from a wide range of professions. Internships are typically 1, 2, 3 or 4 weeks and can include job shadowing, completing a project or participating in typical work tasks. Internships can be in person or remote - we encourage some element of in person interaction
- Internships can be paid or unpaid - it is at the discretion of the employer. If paid, it can be either in the form of minimum wage hourly work or a small stipend at the end of the internship. Many internships are unpaid as the work experience and relationships made provide students with a great deal of value
- Current Sophomores and Juniors at Convent & Stuart Hall are eligible to apply
- Students can apply to more than one internship, but can accept only one
- Students are required to submit a resume and cover letter for each internship to which they are applying. You can use the same resume for all opportunities or tailor it as you wish. However, each cover letter should be unique to the specific internship opportunity to which you are applying. We do not recommend using AI for your cover letters as they are easy to spot and Employers want to hear your unique, authentic voice
- Internships take place over the summer, at times specified by the Employer. **Be sure to check the dates listed in the company job description to ensure you don't have any conflicts.**

APPLICATION PROCESS

The CareerStart internship program and application process is designed to be a learning experience. You will gain exposure to resume writing, interviewing, communicating with potential employers as well as real-world experience from the internship itself.

- A list of internships will be published on February 12th on Blackbaud under the CareerStart tab and sent via email to all Sophomore and Junior students ● Review the internship list and decide on which opportunities to apply
- You can apply to as many internships as you like - but you can accept only one ● For each internship to which you wish to apply, you will need to provide your resume and a cover letter
- **Email your resume and a cover letter to careerstart@sacredsf.org by March 19th.**
  Applications submitted after March 19th will not be considered
    - In the email subject line to careerstart@sacredsf.org, write - "Internship Application for (Your Name)"
        - *Example - Subject Line: Internship Application for Jane Smith*
        - Save your resume and cover letters as pdf files and attach them to the email. You should name each of the two files using the following convention: "Name of Employer business.Your name.Resume" and "Name of Employer business.Your Name.Cover Letter"
        - *For example: "Starbucks International.Jane Smith.Resume"*
        - *For example: "Starbucks International.Jane Smith.Cover Letter"*
        - If applying to several internships, you can include more than one cover letter or resume in the same email that you send to careerstart@sacredsf.org - please make sure to label your files correctly
- Resumes and cover letters will be sent by the CareerStart team to employers in a batch file - they won't see the email you send to careerstart@sacredsf.org. If you would like to include additional information about yourself - i.e. a design portfolio in the case that the internship is with a design firm, etc - please include as an attachment or link in the same email application to careerstart@sacredsf.org.
- Once you have submitted your application, you can plan to hear back from Employers about interviews anytime between March 26 - April 23rd. Not all applicants will receive invitations to interview. All internships will be finalized and confirmed by April 30th.
- Make sure you check the email you listed in your resume regularly to see if you have been contacted by your potential Employer. If you have received an invitation to interview, respond in a timely manner (i.e. within 24 hours)
- We are encouraging Employers to reach out to all students with yes or no decisions, however, we can't guarantee their responsiveness. If you have not heard back from an

employer by April 30th, you should assume that your application was not successful and explore other internship opportunities

- If you receive more than one internship offer, you can accept only one position and must decline the other(s).
- If you decline an offer, the Employer will be free to extend an offer to the next candidate on their shortlist. **To maximize the number of matches for all students, it's important that you communicate your decision by the deadline**
- We have over 100 students who have indicated interest in the program and we anticipate we will have 30-40 internship spots. Not everyone will secure an internship through this program so it is best to supplement CareerStart with other internships, job searches, or programs over the summer
- ***IMPORTANT: In order to respect our Employers' time, please do not reach out to Employers directly unless and until they have reached out to you to set up an interview. Students who attempt to bypass the application process and reach out to Employers directly will be restricted from applying.***

KEY DATES AND DEADLINES:

- January / February: Resume, Cover Letter, LinkedIn & Interviewing workshops. Dates to be sent out to students via email
- **February 12: Internships finalized and published for students on Blackbaud**
- **March 19: Deadline for students to submit applications**
- w/o March 26: Employers receive applications, submit shortlist of candidates to interview
- Early April - Employers interview candidates and extend offers
- April 23: All offers finalized by employers and extended to candidates
- April 30: Deadline for students to confirm yes/no to all offers. All internships finalized and confirmed
- Summer: Internships take place - timing set by employers & interns
- September: Feedback survey & reflection to make the program even better

RESOURCES:

Resume, Cover Letters & LinkedIn:

- University of Chicago Toolkit: Link
- Tips on writing a High School Resume - Indeed: Link
- Tips on writing a High School Resume: Link
- Tips on writing a High School LinkedIn Profile: Link
- LinkedIn High School Student Profile Checklist: Link

Internship Search (beyond CareerStart):

- StandOutSearch: Link

- StandOut Connect: Link
- The City & County of San Francisco Internship Program: Link
- US Department of State Pathways Internship Program: Link