



Important Dates

Thursday, February 22nd, all day: ACE IT Day

- “ACE IT” Day held at The Career Academy (8800 “O” Street)
- On this day, you will receive work preparedness “tools” to help prepare you for an interview as well as expectations as an intern when working in a professional setting.
- Bring a notepad and pen to jot down information.

Friday, March 1st: Resume Due

Wednesday, March 6th, all day: Mock Interviews

- Mock interviews held at The Career Academy (8800 “O” Street)
- Note your designated time slot; arrive promptly!
- If you can, “dress for success” that day. Practice wearing appropriate attire that you will wear at the Job Fair.
- Bring your resume that day.

Week of March 18th: Champion Employer and Desired Skills Review

- You or your instructor will be provided with a list of the Champion Employers as well as the skills they are looking for in an intern. Review these carefully. This will help you have insight into what the employers are looking for and give you ideas for your “elevator speech” at the Job Fair.

Tuesday, March 26th, 9:00am – 1:00pm: Job Fair

- Job Fair held at The Career Academy (8800 “O” Street).
- Dress for success!
- Be prompt and prepared!
- Bring a small notepad and pen to jot down information from employers as you move through the Job Fair.

April – May: Interviews/Job Offers

- Each employer will have its own hiring criteria. Most employers will ask you to come to their office for an interview. Your internship days and hours will be determined with your employer.
- Job offers are finalized by employers.

June – August: Internship

- You will be assigned a “buddy advocate” from 1st Job-Lincoln.
- Your buddy advocate is available to you for questions or concerns and may meet with you at your job site during your internship.

Thursday, August 1st, 5:00-6:00pm: Celebration Event

- Join other 1st Job-Lincoln interns and Champion Employers to celebrate the end of your internship!
- You and your supervisor are invited to share about your summer projects and other experiences.
- Family and friends are invited!

Questions?

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