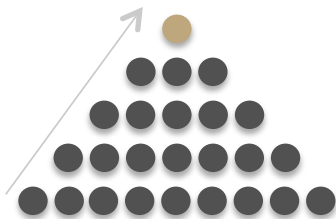




THE TOP CANDIDATE™

Become The Top Candidate

For The Internship You Want



- 1. Decide What You Want**
- 2. Determine What The Employer Needs**
- 3. Connect Your Experience To Their Need**

Show them how you can become their next top contributor.



Thank you Arrow!

We sincerely appreciate your support of this event. Check out <https://www.arrow.com/en/careers/> for opportunities with Arrow Electronics



THE TOP CANDIDATE™

Becoming The Top Candidate Is A Matter Of Synergy

Today, We're Going To Show You How It's Done

In this guide, we'll help you position yourself as The Top Candidate for the internship you want. You'll get the most out of your experience when you're able to target the right opportunities for you.

Seek Opportunities To:

- build upon your existing skillset
- learn something new
- meet amazing people
- set yourself up for long-term success

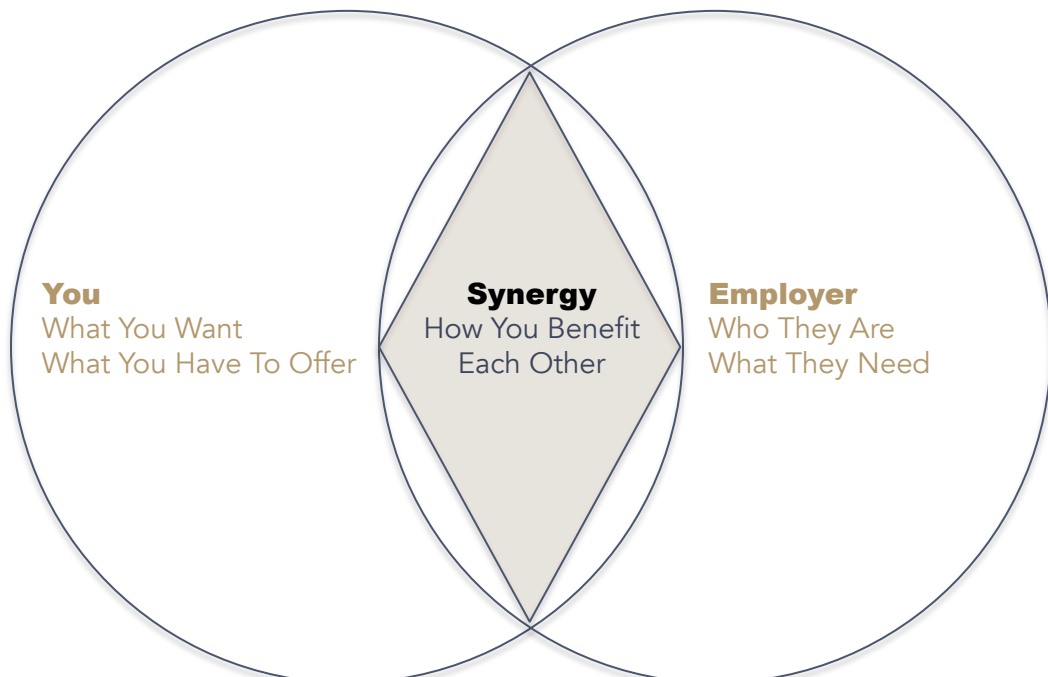
What would you add to this list?

- _____
- _____
- _____

Pursue The Right Employers

1. Prepare a list of companies you're curious about
2. Research them to help you prioritize
3. Ask: "Do your values and interests align with theirs?"

Which companies do you plan to target?





THE TOP CANDIDATE™

What You Want & What You Have To Offer

Your Top 5 Business Interests

example: Entrepreneurship, Marketing and Sales Management, Innovation and AI, Customer Experience and Event Planning.

1. _____
2. _____
3. _____
4. _____
5. _____

Your Top 5 Activities At School & Beyond

example: CUAMA, Delta Sigma Pi, Applied Data Science, Boulder Food Rescue

1. _____
2. _____
3. _____
4. _____
5. _____

The Top 5 Things You Want To Achieve

example: Real-world Experience, Make Connections That Will Help You Long-term, Collaborate on Projects with a Big Goal, Learn New Software, Connect with a Mentor, Earn Income to Support Your Desired Lifestyle, Learn Proven Methods of Success

1. _____
2. _____
3. _____
4. _____
5. _____

Your Top 3 Favorite Class Projects

example: Marketing role in BASE, Entrepreneurship Contest, Study of Ethics in Business, Financial Treks

1. _____

2. _____

3. _____

Your Top 5 Natural Stand-Out Qualities

example: Positive Attitude, Strong Work Ethic, Identifying The Good And Unique In People & Situations, Futuristic, Analytical

1. _____
2. _____
3. _____
4. _____
5. _____

Make Your Experience Relatable

- Captain of a team (*Leadership Skills*)
- Restaurant Hostess, Server (*Customer Experience*)
- Team Lead on School Project (*Leadership*)
- State Champion (*Winner, Results Driven*)
- Organizing Student Events (*Project Management*)
- Blog Writer (*Strong Written Communication Skills*)
- CFO BASE Project (*Financial Acumen, Teamwork*)
- Video Game Designer (*Entrepreneur, Coding, Detail Oriented, Set Priorities Based on Opportunities*)
- 5,000 YouTube Followers (*Social Media, Video, Influencer*)
- Toastmasters (*Strong Verbal Communication Skills*)
- Ticket Sales (*Sales, Revenue-driver, Goal Oriented*)
- Event Sponsorships (*Sales Targeting Business Owners*)
- Volunteer (*Mission Driven, Philanthropic*)



THE TOP CANDIDATE™

Learn About The Company And Assess Their Needs

Select A Company

Research The Company

- Company Website
- Google Search
- YouTube
- LinkedIn
- Twitter
- Facebook
- Company Career Page

What Are Their Divisions?

Which Internships Sound Exciting To You?

What Are They Looking For In Interns?

Why Does This Company Interest You?

What Do They Do?

Who Buys Their Products / Services?

What Is This Company Proud Of?

Personal Connection To This Company?



THE TOP CANDIDATE™

Learn About Arrow Electronics | a real-world example

Select A Company

Arrow Electronics

Research The Company

- Company Website
- Google Search
- YouTube
- LinkedIn
- Twitter
- Facebook
- Company Career Page

What Are Their Divisions?

Enterprise Computing Solutions

Electronic Components

Arrow Intelligent Systems

Arrow Sustainable Technology Solutions

Which Internships Sound Exciting To You?

Sales

Marketing

Accounting

Finance

What Are They Looking For In Interns?

Forward Thinking, Curious, Diverse & Global Mindset

Wants to Learn & Act To Positively Impact The Future

Where Do I Want To Be 5 Years Out

How Can This Opportunity Help Me Get There

Why Does This Company Interest You?

Arrow is on the leading edge of innovation. Exciting!

It's a big company with a solid intern program where I learn a lot and meet amazing people around the world.

What Do They Do?

Guide innovation forward for the world's leading technologies used in homes, businesses and daily life.

If it takes a charge, Arrow likely helped design it, build it and get it to market.

Who Buys Their Products / Services?

Manufacturers in commercial and industrial markets.

Businesses buy from Arrow. It's a B2B company.

What Is This Company Proud Of?

Nearly 205k new products. PuppComm a portable Safety monitor for dogs. Bringing technology products to demonstration and sometimes to market for humanitarian good, like the 3D printed house to solve shelter issues globally - The Non-Profits Behind the Profits article. Fortune's "Most Admired Companies" - #1 in category 6x

Personal Connection To This Company?

I met or listened to speakers who work at Arrow at the CU Professionalism Summit. I like what they they had to say and will reach out to connect with them on LinkedIn.



THE TOP CANDIDATE™

What Else Is The Employer Likely Looking For

Most Employers Are Seeking An Intern With Mix Of These Qualities

Which do you possess?

Select all that apply.

- | | | |
|--|--|---|
| <input type="checkbox"/> strong work ethic | <input type="checkbox"/> positive attitude | <input type="checkbox"/> works well independently |
| <input type="checkbox"/> works well with others | <input type="checkbox"/> fast-paced environment | <input type="checkbox"/> problem solver |
| <input type="checkbox"/> leadership experience | <input type="checkbox"/> self-motivated | <input type="checkbox"/> multi-tasking |
| <input type="checkbox"/> ambition | <input type="checkbox"/> adaptable | <input type="checkbox"/> communication skills |
| <input type="checkbox"/> sees things through to completion | <input type="checkbox"/> computer skills | <input type="checkbox"/> customer service |
| <input type="checkbox"/> attention to detail | <input type="checkbox"/> active listener | <input type="checkbox"/> eye contact |
| <input type="checkbox"/> excited to learn and grow | <input type="checkbox"/> contributes to team success | <input type="checkbox"/> + genuine interest in their work |

What Can You Say About Your Experience Today?

Check all boxes that apply:

- | | |
|--|---|
| <input type="checkbox"/> I have held a paid position | <input type="checkbox"/> It's clear that I have a strong work ethic |
| <input type="checkbox"/> I launched and ran my own business | <input type="checkbox"/> I have winning / prideful achievements |
| <input type="checkbox"/> I worked to pay my way through school | <input type="checkbox"/> I have amazing references |
| <input type="checkbox"/> I am seeking my first paid work experience | <input type="checkbox"/> My experience is in my major |
| <input type="checkbox"/> My class projects show relevant work experience | <input type="checkbox"/> My experience relates to my passion |

Describe additional work & life experiences that are setting you up for long term success.



THE TOP CANDIDATE™

Discover Synergies And Position Yourself As The Top Candidate

Job Title:

Employer / Company Name:

Expectations of the person they're looking for:

Why you are a stand-out choice for this role?

1. _____
2. _____
3. _____
4. _____
5. _____

Job Title:

Employer / Company Name:

Expectations of the person they're looking for:

Why you are a stand-out choice for this role?

1. _____
2. _____
3. _____
4. _____
5. _____

Job Title:

Employer / Company Name:

Expectations of the person they're looking for:

Why you are a stand-out choice for this role?

1. _____
2. _____
3. _____
4. _____
5. _____



THE TOP CANDIDATE™

Resume Essentials Checklist

In today's highly competitive professional marketplace, there is no shortage of all-star talent. In order to land the opportunity you want most you must stand apart from your competition, demonstrating that you have the right skillset and mindset to add something special to the team. If you do nothing else, incorporate these essential elements into your resume and talking points.

1. Your Graduation Date Is Featured

Instead of listing your college start date to "present", be sure to list the graduation date. For example, August 2015 – May 2019

2. Your Contact Information Is Featured

Before anything else, list your name, address (or just City, State), cell phone number, personal e-mail address and LinkedIn profile url/address. Your future employer can look at your profile quickly to see if you have any mutual connections and they can contact you directly.

3. Your Goal Is Clear

List the title of the position you want at the top of your resume. The job title should match the position you're applying for.

4. Your Unique Value Is Apparent

What will you do for the company if you're hired? What do you like to do? What problems do you like to resolve? How do you influence customer loyalty? How do you help to generate revenue and help a business grow? Tell your relevant stories of success in work you've done through school projects and throughout your life. Here, you can educate the reader about your skillset and attitude, while articulating your desire to join this team.

5. Your Experience Is Relevant

Make it obvious that you fit in by tying your experience to their need. Study the job description and think through what they truly care about, then relate your experience to what they're looking for to the best of your ability.

6. It's Easy For The Hiring Team To Keep Track Of You

Save your resume with a filename they can easily find, such as Jane Smith Resume | Sales Intern (your name + resume + the job title of the position you want). Second, include your name, e-mail address and cell phone number in your e-mail footer. It's easy to search e-mails for contact info. Make sure yours is complete.

7. Test Your Effectiveness

Hand your resume to a mix of colleagues, family and friends and ask them to tell you about the position you're applying for and what value you have to offer the team. If their responses are off-base, you have some editing to do. Now that they know what you want and how you add value, they can help you get your foot in the door.

8. Be Ready With References

Many companies don't check references, but if you have stellar references, why not have those ready to share. Also, if they would be willing to write you a recommendation on LinkedIn or a traditional letter of recommendation, you can use that to help set you apart from other applicants and rise to the top of those being considered.