

Providence College Office of Career Services
Winter Break Shadowing Day Program
Program Overview

WHAT YOU NEED TO KNOW BEFORE APPLYING

- We look closely at what the alumni included in their profile form when determining the match
- What you write about your career interest is very important – put thought into it
- You are choosing the opportunity – be sure you are willing to make the trip
- All years and majors are considered equally – however, for popular shadowing opportunities, seniors are typically given priority (underclassmen can apply again next year)
- We will try and match all students to one opportunity before matching your second choice
- If you are applying for 2 opportunities, you must submit 2 COPIES of your applications and 2 resumes
- You will be expected to act professionally and prepare for your visit
- If you accept your match, you are expected to follow through on the visit
- You can complete the application electronically – but you still must print it and bring it to career services (no emails)
- Visit www.providence.edu/career to get the electronic version of the application

APPLICATION & DEADLINE

To apply for the Winter Break Career Shadowing Program, you must complete an application and submit it to Career Services (Slavin 111) with a copy of your resume by **FRIDAY, Nov 6th**.

NOTIFICATION OF YOUR MATCH

You will be notified by **Nov 12th** if a match is made.

CONFIRMATION

If you have been notified that you have been matched to an alumnus, you must confirm your commitment to the program no later than **Nov 17th** by:

- Coming to the Office of Career Services in Slavin 111 to sign up for one of the orientation sessions on November 19th or 20th (attendance is mandatory).
- Sending an electronic version of your resume to smoulton@providence.edu. You must save your resume in the following format: Last Name_First Name_Year_Shadowing Resume.

ORIENTATION SESSION

All students who are matched with an alumni shadowing volunteer must attend an orientation session on November 19th or 20th. The purpose of this session is to:

- Provide additional details of the program and tips for having a successful visit
- Give you the contact information on your match so you can call them to schedule your visit