Week 13 - Monday

SLD 2600

Internships

Brent Vogel
Student Success & Career Development

Internship Search

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Agenda

- Locating and organizing opportunities
- Strategic job/internship searching
- AI and your job search
- LinkedIn tips
- Interviewing prep
- Resume development

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Job/Internship Sourcing

- Indeed
- LinkedIn
- ZipRecruiter
- Handshake
- Professional affiliations
- Job/career fairs

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Strategic Job/Internship Searching

- Understand your value ->
- Research the labor market ->  U.S. BUREAU OF LABOR STATISTICS
- Target an industry
- Focus on geography
- Identify key employers that match criteria
- Go directly to their websites
- Start now - **especially with internships**

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Apply Directly to Organizational Web Sites

Employer	Industry	Website	Destination
Amazon	Logistics	LINK	Columbus, OH
Chipotle	Food	LINK	Columbus, OH
Columbus Blue Jackets	Sports	LINK	Employment
Columbus City Schools	Education	LINK	Administrative
Columbus College of Art & Design	Education	LINK	General
Columbus Crew	Sports	LINK	Employment
Columbus Metropolitan Library	Government	LINK	General
Columbus State Community College	Education	LINK	General
COSI	Non-profit	LINK	General
covermymeds.com	Healthcare	LINK	General
Franklin County	Government	LINK	General
Guild Education	Education	LINK	General remote jobs
HigherEdJobs	Education	LINK	Columbus, OH
JobsOhio	Non-profit	LINK	General
L Brands	Retail	LINK	HR
Metro Parks	Government	LINK	General
Nationwide	Insurance	LINK	Columbus, OH corporate
Ohio Dominican University	Education	LINK	Full-time Staff
Ohio Health	Healthcare	LINK	General
Otterbein University	Education	LINK	General
State of Ohio	Government	LINK	General
The City of Columbus	Government	LINK	General
The Ohio State University	Education	LINK	General
White Castle	Food	LINK	Columbus, OH corporate

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Track Your Job Search

A	B	C	D	E	F	G	H	I	J	K
Date Applied	**Organization Name**	**Job Title**	**Job Description**	**Location**	**Salary Posted**	**Interview 1 Date**	**Interview 2 Date**	**Contact Name**	**Contact Email**	**Notes**
2/13/2026	Nationwide	Financial Advisor	LINK	Remote	$ 48,000.00	3/5/2026	3/25/2026	John Smith	smith@nationwide.com	Decision by April 1st
2/16/2026	KPMG	Accountant	LINK	Denver, CO	$ 55,000.00	3/8/2026		Jane Jones	jones@kpmg.com	Expected to hear back about 2nd interview by March 20th. Will not cover moving costs

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mechanical engineer internship jobs in Westerville, OH

Sort by: **relevance** - date

Mechanical Design Engineering Internship (Summer 2027)
Vertiv
Westerville, OH

Cost Engineering Intern (Summer 2027)
Vertiv
Delaware, OH
Internship +1

Engineering Intern - Summer 2027 (Columbus, OH)
Brown and Caldwell
Hybrid work in Columbus, OH 43235
$18.40 - $30.20 an hour | Internship +1

Mechanical Design Engineering Internship (Summer 2027)

Vertiv · 3.6 ★
Westerville, OH
Seasonal, Internship

Update resume to apply

Job details

Pay information not provided
Seasonal, Internship
Westerville, OH

Full job description

Mechanical Design Engineer Intern – Liquid Cooling

Job Description:

FIND JOBS

mechanical design engineering internship

NEAR LOCATION

43081

541 OPEN JOBS | LOCATIONS JOB FUNCTIONS CATEGORIES POSTING DATES

Upload or drag and drop your resume here to get recommended jobs based on your skills and experience.

UPLOAD RESUME

Relevance

Mechanical Design Engineering Internship (Summer 2027)

Westerville, OH, United States • Posting Date 08/18/2026

TRENDING

Mechanical Design Engineer Intern – Liquid Cooling; The intern will assist the mechanical engineering team with design activities for Vertiv's liquid cooling systems. Tasks include 3D modeling, BoM updates,...

Mechanical Design Engineer

Johor, Malaysia **and 1 more** • Posting Date 01/30/2026

The Mechanical Engineer is responsible for developing IFC Mechanical design packages with the use of Detail design drawings. Mechanical Engineer provide technical guidance to factory engineers and...

Mechanical Design Engineer

Johor, Malaysia **and 1 more** • Posting Date 06/13/2026

TRENDING

The Mechanical Engineer is responsible for developing IFC Mechanical design packages with the use of Detail design drawings. Mechanical Engineer provide technical guidance to factory engineers and...

Mechanical Engineering Intern (Summer 2027)

Qualifications

Required

· Currently pursuing a Bachelor's degree in Mechanical Engineering (BSME) or related

· Completed at least sophomore year of coursework

· Foundational understanding of statics, dynamics, materials, and thermodynamics

· Experience with 3D CAD software (Creo, SolidWorks, or equivalent)

· Strong problem-solving and analytical skills

· Ability to work hands-on in a lab environment

· Effective communication skills — written and verbal

· Self-motivated with the ability to take initiative and ask questions

Preferred

· Coursework or project experience in FEA, GD&T, or tolerance analysis

· Familiarity with sheet metal design and manufacturing processes

· Exposure to thermal management or structural design

· Experience with simulation tools (ANSYS, Creo Simulate, or similar)

· Previous co-op, internship, or project experience in a hardware engineering environment

What We're Looking For

· A curious, hands-on learner eager to work in a multidisciplinary engineering environment

· Someone who takes ownership of their work and delivers results

· A team player who communicates clearly and collaborates well with experienced engineers

· A self-starter who isn't afraid to ask questions and dig into complex problems

Leveraging AI During Your Job Search

Use it as a starting point for resume, cover letter, interview

- Identify key words & important points from job descriptions
- Brainstorming resume bullet points
- Create probable interview questions

Strategic job searching

- Finding key employers in targeted locations and industries

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Avoiding AI in Your Job Search

- Do not copy and paste from AI prompts – recruiters know
- Do not use AI to draft complete documents/responses
- Live interview answers

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LinkedIn

- Should be your homebase for professional contacts
- Have a professional headshot
- Profile consistent with your resume/CV
- Follow institutions and organizations you are targeting
- Add recommendations

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LinkedIn

VERTIV.



Rachel Williams She/Her · 3rd

University Recruiter @ Vertiv (US)

Delaware, Ohio, United States · Contact info

500+ connections

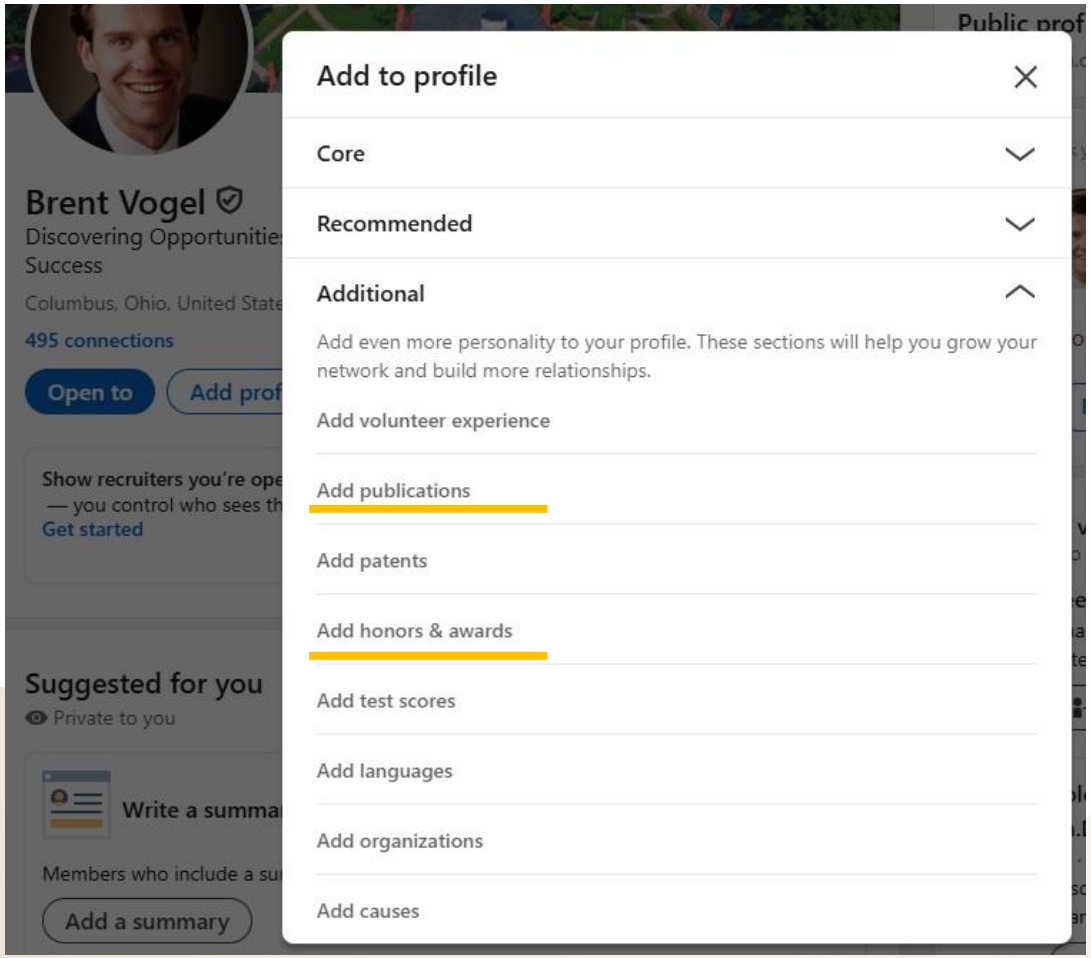
Message + Follow ···

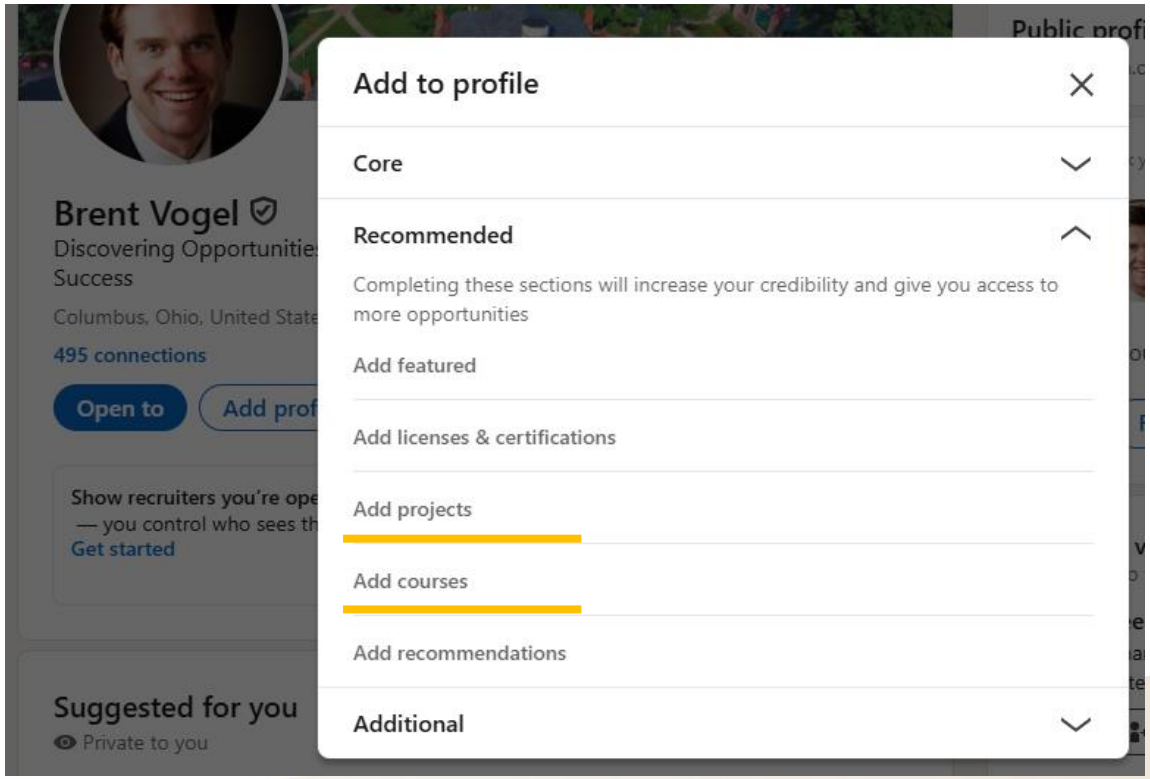
Vertiv

Franklin University

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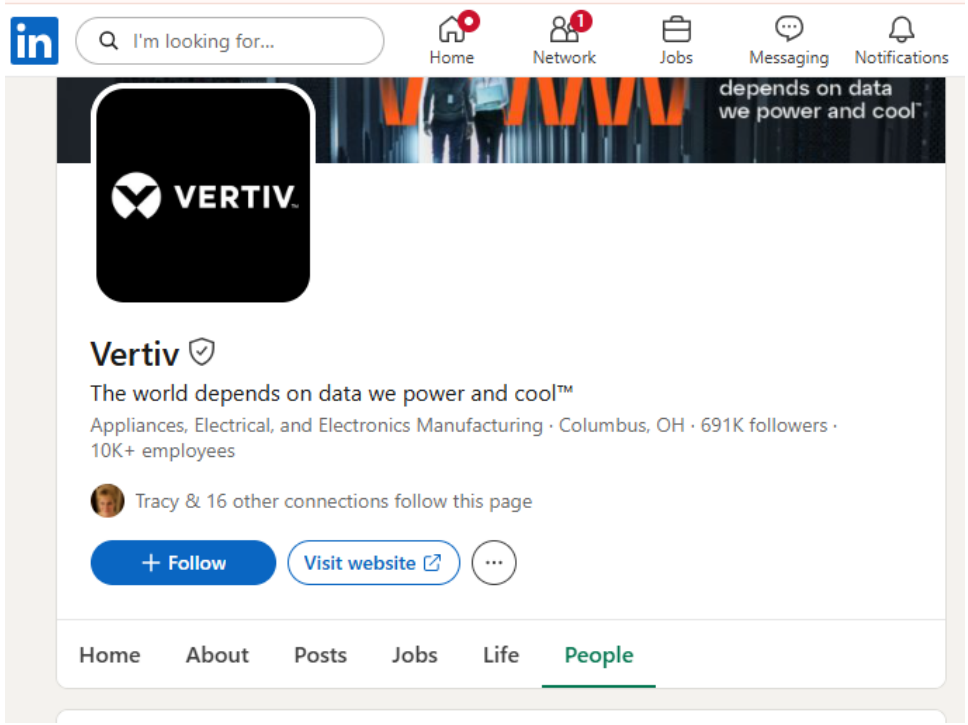
Promote your presentations, publications, research, articles, etc.

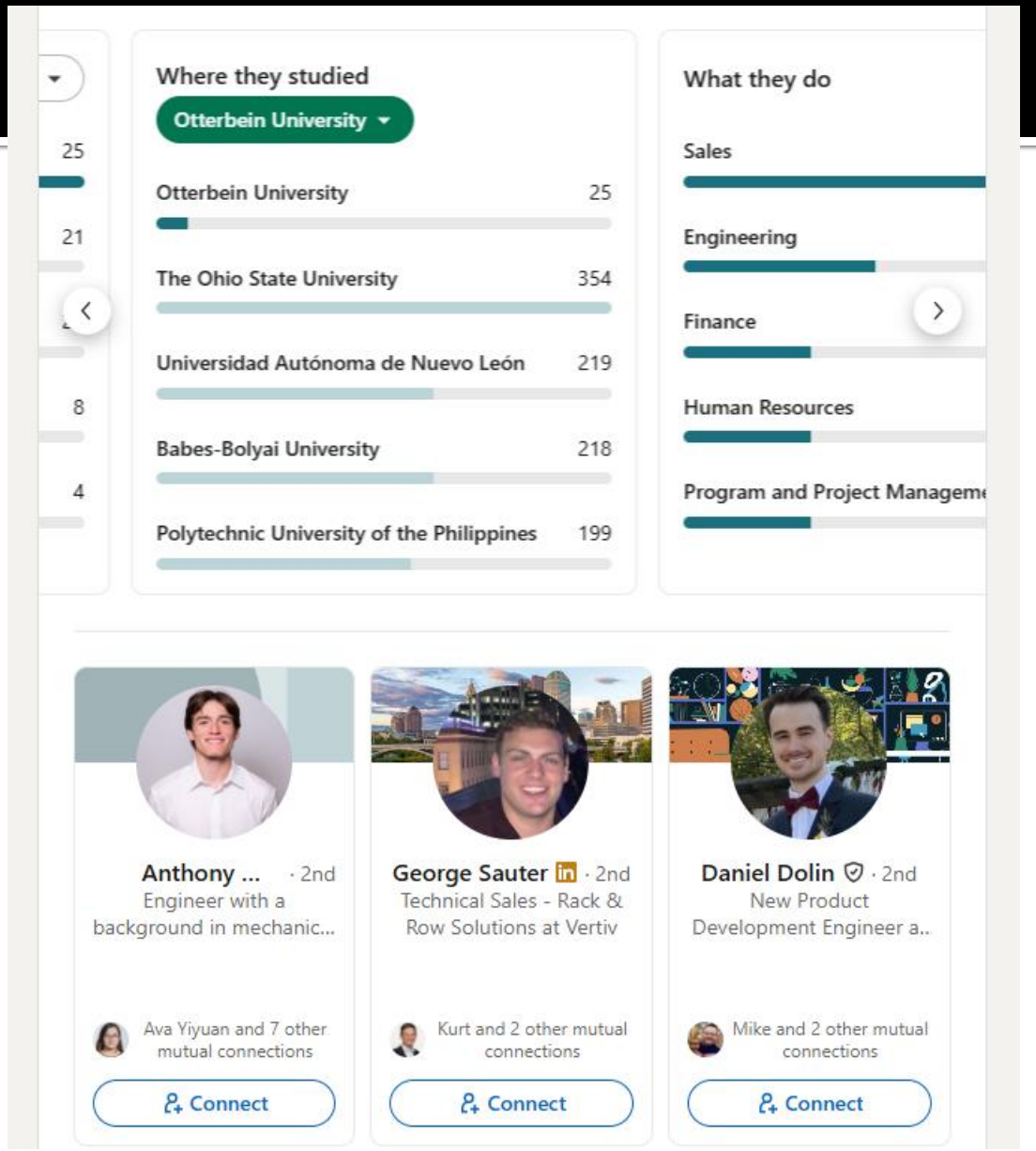


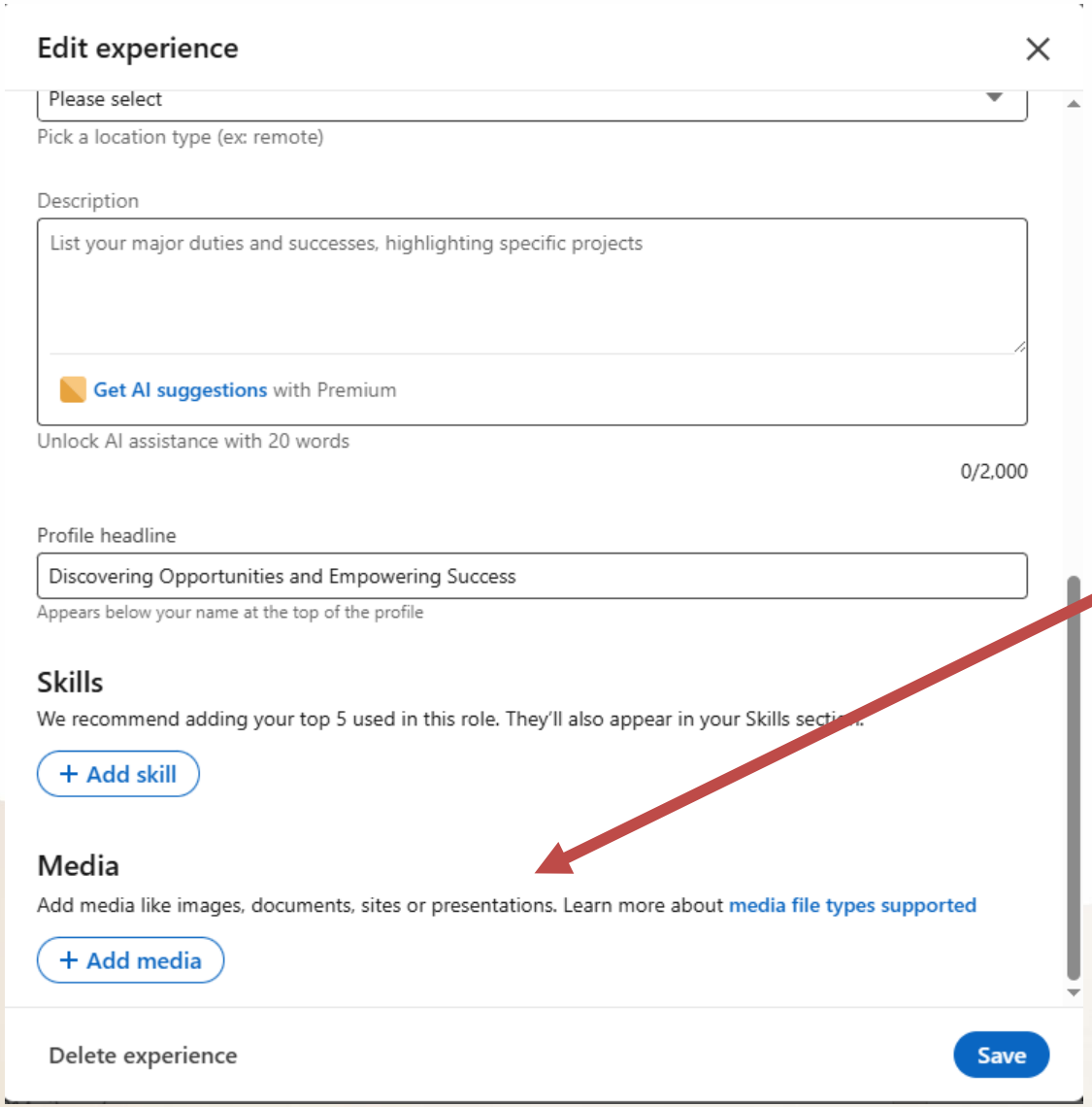


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LinkedIn


I'm looking for...
Home
Network
Jobs
Messaging
Notifications
depends on data
we power and cool
VERTIV
Vertiv
The world depends on data we power and cool™
Appliances, Electrical, and Electronics Manufacturing · Columbus, OH · 691K followers · 10K+ employees
Tracy & 16 other connections follow this page
+ Follow
Visit website
Home
About
Posts
Jobs
Life
People


25
21
8
4
Where they studied
Otterbein University
Otterbein University 25
The Ohio State University 354
Universidad Autónoma de Nuevo León 219
Babes-Bolyai University 218
Polytechnic University of the Philippines 199
What they do
Sales
Engineering
Finance
Human Resources
Program and Project Manageme
Anthony ... · 2nd
Engineer with a background in mechanic...
Ava Yiyuan and 7 other mutual connections
Connect
George Sauter · 2nd
Technical Sales - Rack & Row Solutions at Vertiv
Kurt and 2 other mutual connections
Connect
Daniel Dolin · 2nd
New Product Development Engineer a..
Mike and 2 other mutual connections
Connect



Link your work

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Job Interview Preparation

- **RESEARCH ORGANIZATION**
  Mission, values, website, news search
- Practice popular interview questions
- Use AI to generate probable questions for specific interviews
- Perform mock interviews
- Create at least 5 questions for the interviewer(s)

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What to bring to an interview…

- Portfolio of work (if applicable)
- Extra copies of resume
- Questions for employer
- Eye contact
- Excitement and positivity
- Professional/business casual attire – depends on the job/industry

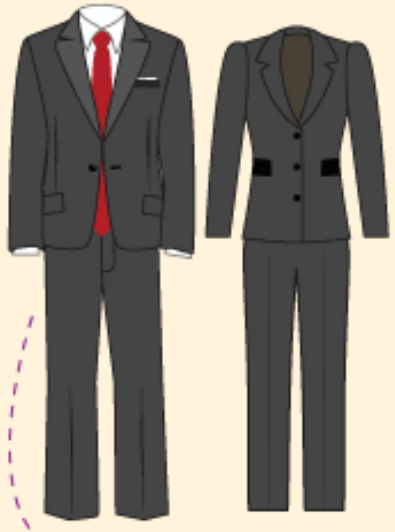
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Dress for Success!

A GUIDE ON HOW TO DRESS FOR YOUR NEXT JOB INTERVIEW

Business Professional

JOB INTERVIEWING ATTIRE



CLOTHES SHOULD BE:

- ☑ SOLID, DARK OR NEUTRAL COLORS
- ☑ LIGHT COLORS CAN BE WORN UNDERNEATH
- ☒ NO STRIPES OR BRIGHT PRINTS/COLORS

SHOES SHOULD BE:

- ☑ CLOSED-TOE HEEL OR DRESS SHOES

SUIT JACKET & PANTS/SKIRT
SHOULD BE MATCHING COLORS

Business Casual

DAILY WORK ATTIRE

BUSINESS CASUAL
COLORS & STYLES

- ☑ NICE PANTS/SLACKS
- ☑ DRESSES
- ☒ NO JEANS, SHORTS, SUNDRESSES OR ATHLETIC WEAR





SKIRTS & DRESSES
should be knee length when standing and thighs covered while seated

TIES
OPTIONAL



JACKETS & SHOES
Blazers & cardigans with flats, boots, closed-toe shoes, or comfortable shoes for walking in





General Recommendations

IT'S ALL ABOUT THE FIRST IMPRESSION

CLOTHES SHOULD BE:

- ☑ TAILORED
- ☑ IN GOOD CONDITION
- ☑ WRINKLE & LINT FREE



NEAT & CLEAN
DRESS SHOES

HAIR
Well groomed hairstyle

NAILS & MAKEUP
Natural in style

JEWELRY & FRAGRANCE
Wear moderate jewelry with mild fragrance

PIERCINGS & TATTOOS
Align to company culture or standards



Belts should match the color of your shoes and attire.

Popular Questions

- Tell me about yourself…
- Why do you want to work here?
- How does this position fit into your long-term plans?
- What are your greatest strengths/weaknesses?
- What are your salary expectations for this role?

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Behavioral Interview Questions

A question asking you to illustrate a specific example from your experiences that highlights your relevant skills/strengths

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Behavioral Interview Questions

- What's one time you overcame an obstacle to accomplish a goal as a team?
- Talk about a time when you had to manage multiple tasks or assignments at once and still accomplished your goals.
- What is your greatest accomplishment and what skills do you attribute to this success?
- Give an example of how you overcame a conflict with a co-worker…

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Answering Behavioral Interview Questions

Problem or issue you dealt with + Action you took + Result you achieved

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Answering Behavioral Interview Questions

What's one time you overcame conflict with a co-worker?

P: At a staff meeting, I had a disagreement with a colleague over when a career fair should take place. We were not coming to any points of agreement at the meeting.

A: After the staff meeting, I scheduled a one-on-one meeting with the colleague to further discuss the situation. I used my communication skills to illustrate my points for the date I had selected and used my listening skills to hear his points for the date he had selected.

R: After further discussing we found an even better date that neither of us had considered and had the highest turnout for a career fair ever!

Behavioral Interview Questions

Talk about a time when you had to manage multiple tasks or assignments at once and you were still able to accomplish your goals.



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After the Interview…

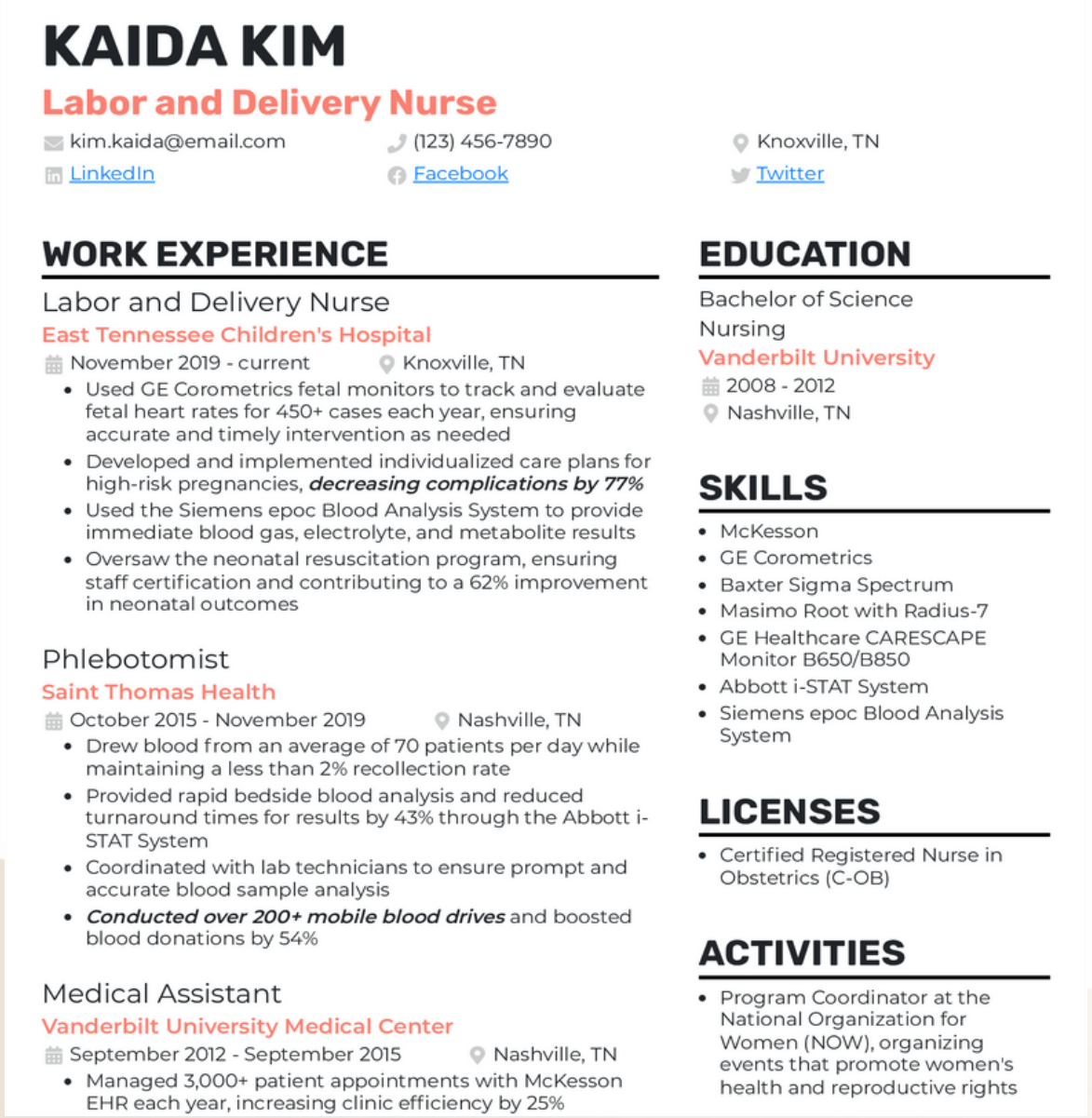
- Identify point(s) of contact
- Know the hiring or acceptance timelines
- Thank you notes or emails

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3 Goals of a Resume

1. Reader friendly
2. Customized to employer and job
3. Track record of success

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KAIDA KIM

Labor and Delivery Nurse

kim.kaida@email.com | (123) 456-7890 | Knoxville, TN
LinkedIn | Facebook | Twitter

WORK EXPERIENCE

Labor and Delivery Nurse
East Tennessee Children's Hospital
November 2019 - current | Knoxville, TN

- Used GE Corometrics fetal monitors to track and evaluate fetal heart rates for 450+ cases each year, ensuring accurate and timely intervention as needed
- Developed and implemented individualized care plans for high-risk pregnancies, ***decreasing complications by 77%***
- Used the Siemens epoc Blood Analysis System to provide immediate blood gas, electrolyte, and metabolite results
- Oversaw the neonatal resuscitation program, ensuring staff certification and contributing to a 62% improvement in neonatal outcomes

Phlebotomist
Saint Thomas Health
October 2015 - November 2019 | Nashville, TN

- Drew blood from an average of 70 patients per day while maintaining a less than 2% recollection rate
- Provided rapid bedside blood analysis and reduced turnaround times for results by 43% through the Abbott i-STAT System
- Coordinated with lab technicians to ensure prompt and accurate blood sample analysis
- ***Conducted over 200+ mobile blood drives*** and boosted blood donations by 54%

Medical Assistant
Vanderbilt University Medical Center
September 2012 - September 2015 | Nashville, TN

- Managed 3,000+ patient appointments with McKesson EHR each year, increasing clinic efficiency by 25%

EDUCATION

Bachelor of Science
Nursing
Vanderbilt University
2008 - 2012
Nashville, TN

SKILLS

- McKesson
- GE Corometrics
- Baxter Sigma Spectrum
- Masimo Root with Radius-7
- GE Healthcare CARESCAPE Monitor B650/B850
- Abbott i-STAT System
- Siemens epoc Blood Analysis System

LICENSES

- Certified Registered Nurse in Obstetrics (C-OB)

ACTIVITIES

- Program Coordinator at the National Organization for Women (NOW), organizing events that promote women's health and reproductive rights

1. Reader Friendly

- Avoid using templates, create flexibility
- Use bullet points instead of paragraphs
- Don’t include references

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1. Reader Friendly – consistent formatting

- Font
- Font size
- Bullet point alignment
- Spacing
- Use of bold, italics, underline
- Margins
- Dates
- Section headings
- Order of experiences – reverse chronological

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Oliver C. Otterbein

Columbus, Ohio 43214 | 614-555-5555 | oliverotterbein.columbus@gmail.com

INTERVENTION SPECIALIST: MILD-MODERATE K-12

Excited and motivated Intervention Specialist focused on using highly effective instructional practices to improve learning outcomes and increase academic performance. Effectively uses data to help monitor student growth and find strengths in individual learning strategies. Skilled at using classroom activities to make learning enjoyable and interactive. Effectively utilizes new learning technologies and strategies in the classroom while identifying supplemental educational materials that assist in the ongoing learning experience. Believes in creating a positive and safe environment for all students.

Technology: Proficient in using Microsoft Word, Excel, and PowerPoint. Skilled in using various social media platforms including Twitter, Instagram, and Facebook. Experience using SmartBoard technology.

✓ Ohio Teaching Certification	✓ Differentiated Instruction	✓ Core Learning Standards
✓ Cooperative Learning	✓ Collaborative Team Teaching	✓ Interactive Learning
✓ Conflict Resolution	✓ Reading Literacy Circles	✓ Student Learning Outcomes

EDUCATION

Otterbein University, Columbus, Ohio **Anticipated - 5/2023**
Bachelor of Science in Education: Intervention Specialist: Mild-Moderate

Relevant Courses: Intervention Methods for Pre-5 with Mild to Moderate Needs | Methods for Middle & Secondary Students with Mild-Moderate Education Needs | Teaching Phonics & Structure of Language| Developmental Issues & Practice in Reading |Diagnostic, Prescriptive & Remediation Techniques in Reading

FIELD EXPERIENCE

Field Placement | St. Charles Middle School, Diocese of Columbus, Columbus, Ohio **2/2022-5/2022**
- Completed 35+ hours of intensive field placement in Middle School intervention with 100 students in 6th -8th grade
- Collaborated with coworkers to develop lessons that align with the Common Core Standards and curriculum
- Created and taught 3 lessons in reading, grammar, and social studies utilizing explicit instruction model

Field Placement | Dublin Elementary, Dublin City Schools, Dublin, Ohio **9/2021- 12/2021**
- Cultivated successful working relationships with teachers, students and parents through effective communication
- Utilized and integrated technology including SmartBoard and iPad into curriculum-based lesson plans
- Assisted students in small group reading instruction while assessing comprehension using Fountas and Pinnel

RELEVANT WORK EXPERIENCE

Baseball Coach | St. Charles School, Columbus, Ohio **3/2019-6/2021**
- Encouraged players through positive reinforcement and accountability to develop as individuals and athletes
- Effectively communicated with parents, staff, and players about upcoming events through email and GroupMe app
- Assisted in leading 20+ camp activities during a 5-day Summer Youth Camp program

Special Education Aide |St. Mary's Elementary & Middle Schools, Columbus, Ohio **9/2019-6/2021**
- Worked as a Special Education Aide in both the middle school and 2nd Grade with mild to moderate education needs
- Monitored and supported test preparation and test administration for State testing

1. Reader Friendly – prioritize your sections

- Education
- Teaching Experience
- Work Experience
- Research
- Committees
- Community Involvement
- Publications
- Presentations
- Professional Affiliations
- Honors and Awards
- Technical Skills
- Foreign Languages

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2. Customized to Employer and Job

- Use a master resume/CV
- Focus on key words – AI can help
- Answer the job description
- Incorporate mission related information

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2. Customized to Employer and Job

Focus on qualification portion of job description and prioritize those skills

Human Resources Coordinator

Location: Columbus, OH

What You'll Bring

- Education in Human Resources, Business Administration, or related field is **preferred but not required**; administrative experience will be considered.
- 2+ years of administrative experience; HR or recruiting support experience strongly preferred.
- Excellent organization, attention to detail, and follow-through.
- Strong written and verbal communication skills.
- Professionalism and discretion when handling confidential information.
- Proficiency in Microsoft Office; familiarity with iSolved and SharePoint is a plus.

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3. Track Record of Success

- Recommendation letters
- Promotions
- Honors and awards
- Achieving or exceeding goals
- Grants received
- Selected to committees
- Research findings
- Publications, presentations (incorporate hyperlinks)

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3. Track Record of Success

Bullet points should focus on:

1. Skill development
2. Accomplishments

Don't just say you "provided customer service"
Show skill development: "Gained **communication skills** by providing customer service to a diverse customer population"

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3 Goals of a Resume

1. Reader friendly
2. Customized to employer and job
3. Track record of success

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SS CD | Student Success & Career Development
Plan. Believe. Succeed.

RECHARGE YOUR RESUME



Bring your resume & receive a free energy drink!

Fri. Nov. 13th
Campus Center
2nd Floor
11am-1pm

SSCD | Student Success & Career Development
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Location: Towers 027

Hours: M-F 8:00am-5pm

Schedule with Julie
murray25@otterbein.edu

Schedule with Madi
oneill5@otterbein.edu

Schedule with Brent
vogel4@otterbein.edu

Resumes · LinkedIn · Interviews · Grad School · Cover Letter · Internships/Jobs · Major Link

Assignment for this class

- Write 250-500 words addressing the following question:
  - What are your internship plans for the summer?
    - If you already have an internship, what steps did you take to to get it?
    - If you do not yet have an internship, what steps do you plan on taking to get it?
    - If you do not plan to have an internship this summer, do you plan to have one in the future? What steps will you take then?

Upcoming

Next time…

- Python
- Next meeting on November 16

Reminders

- Our next class meeting is November 9
- **Begin to prepare for presentations!**
  - Any topic you find interesting
  - Make a PowerPoint presentation
  - 4 minutes in length, including time for questions