



How to Find an Internship

◆ Ready Resource 23

Career Services

Finding an internship involves the same job search steps as finding a full-time career. There are plenty of internship opportunities available, but you will have to prepare and pursue them. The basic steps for obtaining an internship are outlined below. You may also wish to review additional Ready Resources for information on preparing your resume, researching companies, networking, and other topics related to the job search process.

- ❖ Plan ahead. Start looking for an internship at least 6 months in advance.
- ❖ Prepare your resume and have it reviewed by Career Services
- ❖ Identify your search focus. Do you have geographic restrictions or preferences? What specific areas of industry interest you? What are your long-term career goals?
- ❖ Brainstorm. Develop a list of companies or industry areas that you are interested in learning more about and gaining experience in. Go for your dream companies.
- ❖ Check Career Connections to see what companies may be interviewing for interns.
- ❖ Consult Career Services. There are employer resources in the Career Services Office, located in 214 Sheridan Hall.
- ❖ Check the bulletin boards in your department for internship postings. You will also find postings on the Career Services website.
- ❖ Visit with your major professors and your advisor to learn where other students have done internships.
- ❖ Read journals related to your major. Explore hidden job opportunities. Which companies are coming out with new products? Who is doing research?
- ❖ Take advantage of your network of contacts.
- ❖ Surf the Web. Check out company sites on the Internet. Most companies offer internships.
- ❖ Apply and interview for several internship opportunities.

There are many websites and Internet resources that you may find helpful. In addition to those listed below, be sure to check professional society websites.

Internship Programs – <http://www.InternshipPrograms.com>. This site claims to have the largest amount of internship postings. It allows students to conduct a personalized internship search.

Rising Star Internships – <http://www.rsinternships.com>. This site allows students to search through internship opportunities through an alphabetical listing of categories. Several students have recommended this site.

Career Plan It – <http://www.careerplanit.com> -- This website allows students to explore “employers of the month”, develop and refine resources, as well as perform internship searches.

Catapult – <http://www.jobweb.org/catapult/jintern.htm> -- This site directs students to internship information and listings around the country.

4 Work.com – <http://www.4work.com> -- This website provides *Job Alert!*, a confidential search agent that screens thousands of jobs to find situations suited to individuals. Get results in two minutes with fresh updates.

Monster Campus – <http://campus.monster.com> -- Allows students to participate in a self-assessment, take a time management quiz, calculate the cost of living for various geographic areas, and search for internships.

Environmental Internships – <http://www.eco.org> -- This site offers access to hundreds of paid environmental internship opportunities.

Internship Opportunities Link – <http://www.acm.org/student/internships.html> -- Provides links to numerous companies with internship opportunities in all areas of interest.

College Internship Center – <http://www.collegegrad.com/jobs/index.shtml> -- Allows students to sort through numerous internship possibilities by keyword, location, category, date posted, and type of position

Intern Jobs.com – <http://www.internjobs.com> -- This site allows students to search through an internship database and post a resume online.

US Interns – <http://www.usinterns.com> -- Provides access to advice, interviewing tips, and listings of internships.

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