

How to Find an Internship



Finding an internship is not difficult but it does require some persistence and preparation. Before you either search for, or create, an internship you'll need to know something about what you want and why. You will need to know where to look and how to best present yourself to the employer. Presenting yourself in a professional manner should be looked at as a multi-step process and can be done in a variety of ways. You will need to know the application process, which very likely will involve submitting a well written cover letter and resume as well as knowing how to interview. **The Career Center website has a wealth of information, including workshops, to help you begin answering the following questions.**

The Career Center is located on the ground floor of Driscoll Student Center South in the Center for Academic and Career Development (under the bookstore).

- * What is my major area of study?
- * Have I identified one or two 'ideal' career areas or job titles I want to pursue?
- * What do I know about these careers/job titles?
- * Where would I like to intern? Organization? City?
- * When, and for how long, do I want to intern?
- * What specific things do I want to learn?
- * Why should an employer be interested in me?
- * Could I work an unpaid internship if it was a quality experience?
- * Do I want academic credit for the internship?
- * Do I know how to write an effective cover letter and resume?
- * How sophisticated are my interviewing skills?