

How to Find an Internship

Finding an internship involves the same job search steps as finding a career position. Plenty of internship opportunities are available, but you have to be prepared as well as **actively** pursue them. The basic steps for obtaining an internship are outlined below. You may also want to schedule an appointment with your College Career Consultant for more personalized guidance. Plan ahead. Begin looking for an internship at least six months in advance.

- **Prepare your résumé** and have it reviewed by a College Career Consultant or staff member.
- **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 potential employers or industries. Research each employer or industry to know which would be the best fit for you. Dare to seek out your dream employers.
- Check **Career Services online** for internship job postings as well as employers who may be conducting on-campus interviews.
- Check the **bulletin boards** in your department for internship postings.
- Speak with **professors** in your major, as well as with your **advisor**, to learn where other students have completed internships.
- **Read journals** related to your major. Explore hidden job opportunities. Which companies are marketing new products? Who is doing research?
- **Network** with your personal contacts. Let your interest and qualifications be known to those who know you best.
- **Research** on the Internet. Check out employer Web sites. Many employers offer internships and/or Co-ops.
- **Apply** and interview for several internship opportunities.

What tools do I need to find an internship?

The tools you need to land a full-time job are the same tools you need in your internship search.

Well-written, professional **résumé**

Attention-getting **cover letter**

Examples of your **capabilities** (especially **internship** experience)

Strong **interviewing** skills

Knowledge of the organization

Initiative and persistence to make it happen

Where do I go for career assistance?

University Career Services:

350 Student Union

Arts and Sciences Career Services:

203 Life Sciences East

7 of 10 Online Services:

HireOSUGrads.com