

## HOW TO FIND AN INTERNSHIP

### 1. Meet with Your Career Consultant Sooner Rather than Later!

- He or she can offer you the best suggestions for internships related to your interests.
- Consider a mock interview to improve your interviewing skills.
- Schedule an appointment early to avoid missing application deadlines.

### 2. Prepare Your Resume

- Read the Resume Success Guides Handout.
- Locate resume-writing resources available in the Career and Professional Development Center.
- Meet with your Career Consultant and have your resume critiqued.

### 3. Research Career Fields, Employers or Interest, and Positions

- Explore your interests and have them assessed; see your Career Consultant to have the Strong Interest Inventory and/or MBTI administered and interpreted.
- Examine what positions are out there. Look through handouts, books, and websites about career options for your major.
- Conduct research using web resources.
- Think about where you might want to work (geographic locations).
- Attend job fairs on-campus like the BOC (Business Opportunities Conference), the TOC (Technical Opportunities Conference), and the EOC (Employment Opportunities Conference). Consider off-campus job fairs related to your interest area(s).
- Network with your parents, family, friends, professors and advisors, and let them know that you are looking for a summer internship.

### 4. Identify Opportunities at the Career and Professional Development Center

- Register for TartanTRAK to search for internships and sign up for a mock interview to improve your interviewing skills. Use Career Search [http://www.studentaffairs.cmu.edu/career/students\\_alumni/successguides/pdf/careersearch.pdf](http://www.studentaffairs.cmu.edu/career/students_alumni/successguides/pdf/careersearch.pdf) on the web, a database of over 4 million potential employers nationwide. It can also be used to find potential internships by geographic location, industry, or keyword.
- Refer to your college specific website for information on recruiting and program announcements. See your Career Consultant for your website address.
- Attend relevant Career and Professional Development Center sponsored workshops on topics including: internship search strategies, resume/cover letter writing, job fair tips, interviewing tips, negotiation tips, and more.
- View the following popular internship sites to get your internship search started. See your Career Consultant for additional suggestions.

#### Biomedical Sciences Careers Program

<http://www.bscp.org/%5Cabout.asp>

The Biomedical Science Careers Program, Inc. provides internship resources for careers in biomedical sciences.

#### Bookjobs.com

<http://www.bookjobs.com/>

Internships in the publishing industry.

#### CIT Internship Database

[www.cmu.edu/career/cit/internship](http://www.cmu.edu/career/cit/internship)

Database of internship opportunities related to engineering fields.

#### Going Global

<http://online.goingglobal.com/default.aspx>

Search for job openings and internship opportunities in countries around the world. Listings are updated daily!

## **INROADS**

<http://www.inroads.org/>

INROADS seeks high performing African American, Hispanic, and Native American Indian students for internship opportunities with some of the nation's largest companies.

## **INTERNSHIPS-USA**

<http://www.internships-usa.com/> (username: work password: credit)

Internships-USA provides information on internships in areas such as: social services, environment, law and policy, international affairs, sports, and advertising/marketing.

## **JOBCentral**

<http://www.jobcentral.com/>

JobCentral National Employment Network is an alliance between two nonprofit associations, DirectEmployers Association and National Association of Colleges and Employers (NACE), to provide job seekers in all industries and occupations, entry-level to chief executive officer, valuable, up-to-date information about employment and career opportunities nationwide.

## **MAIP – Multicultural Advertising Internship Program**

[www.aaaa-maip.org](http://www.aaaa-maip.org)

Offers 10 week paid internships at top advertising agencies (account management, broadcast/print production, account planning, art direction, media planning/buying, digital/interactive technologies, copy writing, and public relations) for graduate students, seniors, or juniors in any major.

## **MCS Internship Database**

[www.cmu.edu/mcsinternships](http://www.cmu.edu/mcsinternships)

Database of over 500 internship opportunities related to biological sciences, chemistry, mathematical sciences, and physics.

## **NASA Internships**

<http://www.epo.usra.edu/usrp/>

This program seeks rising sophomore, junior and senior students in math, computer science, and life/physical sciences.

## **NIH (National Institutes of Health) Research and Training Opportunities**

<http://www.training.nih.gov/student/>

Internships where students work side by side with some of the leading scientists and researchers in the world.

## **Pittsburgh Technology Council Internship Database**

<http://careers.pghtech.org/>

Local technically oriented internship opportunities.

## **Pittsburgh Tissue Engineering Initiative**

<http://www.ptei.org/interior.php?pageID=61>

For students interested in pursuing careers in medicine, research, bioengineering, computer science, the natural sciences, or related fields.

## **REU Programs (Research Experience for Undergraduate Programs)**

<http://www.nsf.gov/funding/>

The National Science Foundation makes possible a number of opportunities for undergraduates to join research projects each summer. A variety of opportunities exist outside of traditional science fields.

## **Regional Internship Center of Southwestern Pennsylvania**

<http://www.theregionalinternshipcenter.org/>

Internships in the Pittsburgh region.

## **SCA (Student Conservation Association)**

<http://www.thesca.org/serve/internships>

SCA offers conservation internships in over 50 disciplines throughout the US. These internships are 3-12 month expense-paid opportunities to preserve environmental and cultural resources

## **SEO (Sponsors for Educational Opportunity)**

<http://www.seo-usa.org/Home>

Sponsors for Educational Opportunity is the nation's premier summer internship program for talented students of color leading to full-time job offers. Since its inception, SEO's Career Program has placed nearly 4,000 Black, Hispanic/Latino, Asian and Native American students in internships that lead to opportunities in exciting and rewarding careers in the most competitive industries worldwide.

## **Studentjobs.gov**

<http://www.studentjobs.gov/>

One stop portal for a variety of employment opportunities with the federal government.

# Internship Timeline

## September--PREPARE

- Write a resume.
- Have it reviewed by your Career Consultant.

## Late September

- Attend the on-campus job fairs.
  - BOC (Business Opportunities Conference): network and make contacts
  - TOC (Technical Opportunities Conference): network and make contacts
- Attend relevant Career and Professional Development Center seminars.
- Decide what you want from an internship.
  - Responsibilities/experience
  - Geographic location
  - Compensation

## October/November—RESEARCH

- Research companies to find internship and general information.
  - Internship programs
  - contact people
  - deadlines
- Start watching and applying (depending on interest field and major) to postings on TartanTRAK for summer internship positions
- Attend relevant Career and Professional Development Center seminars.

## December/January—NETWORK

- Use your time at home to talk to your relatives, neighbors, and parent's friends to find internship opportunities.
- Contact local companies if you want to work near home and try to set up informational interviews, and get contact names.
- Brush up with a mock interview by signing up through TartanTRAK.

## February

- Attend the EOC (Employment Opportunities Conference)
- Keep applying to positions on TartanTRAK.

## February/March—INTERVIEW

- Send your resume (if you haven't already done so) to companies/organizations that you are interested in (if they are not coming to campus to interview).
- Be prepared—know what you will be asked and what you will ask.
- Write thank you letters to everyone that you interview with

## Late March—DECIDE/KEEP APPLYING

- When and if several offers are made, know where you would like to work most and start the negotiation process.
- Decide which company is best for you and contact them.

## April – GET READY

- Make travel plans and moving arrangements (if applicable)
- Find housing in the area (if applicable)
- Make sure you have all of the paperwork and employer needs/expectations in order

## May through August – WORK

- Try to establish excellent contacts within the company, field, etc for future networking purposes.
- Be sure you are gaining the type of experience you are looking for, if not, seek the advice of a supervisor.