

**Got Experience?
You need experience**

**Launching Your Internship
Search**

What Is An Internship?

- An Internship is a work experience in a particular field of choice so you can learn more about that field and the career path. It may be paid or unpaid and most departments require an internship for credit and graduations.
- Many companies use internships to try out potential full-time employees and you can also get professional references for your full-time job search.

Five Common Types

- Observer
- Odd Jobs
- Prime Function
- Project Centered
- Apprentice Experience

How to Know What You Want

- What do you want to gain from the internship?
 - Check out a field, gain actual experience, or gain more experience.
 - We can do some self-assessment of your skills, values and interests to get a sense of what fields you might want to pursue
 - I can help you research fields to see what they might entail and you can tie this to your self-assessment
 - All of this will help you for your senior year job search

How to Find Internships

- MonsterCollege.com
- NACELink website?
- Internships-USA
- Research on the Internet
- Book resources in Career Services
- Talk to professors
- Learn how to network in field of interest---Come see me.

Making Contact with Employers

- Research organizations of interest
- Most companies have a staff list on their website
- E-mail or call a person of interest to see if they would be willing to do an informational interview
- Try to get as detailed a position description as possible if you know they have position.
- Sometimes in those bios you can find the person who heads up internship hiring.

Preparing to Apply

- Resume
- Cover Letter
- Applications, if needed
- References: Written or verbal
- Interview Process
- Be sure to complete all the steps and follow-up with employer after you apply and after an interview.
- All of this is great training for your senior year too.

Getting the Most Out of Your Internship

- Develop a learning contract with your supervisor. You may have to do this for departmental credit anyway. This helps you establish actual tasks to work on.
- Keep a journal or log of the skills and experience you are getting. This will help you update resume and cover letters.
- Keep samples of your work. You can use these in your interviews as a portfolio.
- Be proactive in asking for better assignments.
- Ask for a reference, don't just expect it to happen.

Exiting Your Internship

- Develop strong networking contacts to use in your next job search
- Ask for references
- Write thank you note(s) to your supervisor(s)
- Talk to them about the chance for a full-time job if you are interested.
- Add the internship to resume in the most positive light you can.
- Keep in touch with your employer.

Questions?????

- Developed from: Green, M.E., Internship Success.
Lincolnwood, IL: VGM Career Horizons, 1997.

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