

Launch into Spring: Internship Lab

Tuesday January 10th 5:30pm, Facilitator: Tavi Sookhoo tsookhoo@mit.edu

Access [slides](#) from today's workshop

6 Steps to Find a Job or Internship

1. Focus your search

Consider

- What motivates you?
- What topics pique your curiosity?
- What types of problems would you like to help solve?
- What skills would you like to develop?



Determine

- Location
- Industry
- Work Environment
- Company Culture/Size
- Type of Experience

2. Set up searches to learn about opportunities

MIT Job & Internship Search Resources

- [Handshake](#) Complete your profile & select your interest areas
->Jobs -> Filter -> Employer Preferences -> Select: Select School Year & Graduation Date
- [Upcoming Career Fairs](#)
- [MIT Orbit -> Jobs](#) search for job or internship opportunities with MIT affiliated start-ups
- [MIT Startup affiliated internships](#) source by iHQ. **Note:** iHQ and MIT CAPD have not vetted any of these positions, so use your best judgement. If you have concerns about an opportunity, contact- tsookhoo@mit.edu
- [MIT Funding List for Summer & IAP Opportunities](#)

Job & Internship Search Resources (not affiliated with MIT)

- [Chegg Internships](#)
- [Levels.fyi Internships](#)
- [LinkedIn.com -> jobs](#) –set up & save your search alerts
- [Builtin.com](#) | <https://www.builtinboston.com/jobs> (tech internships in Boston)
- [AngelList](#) –internships or short-term projects with startups
- [Pathways to Science](#) – summer research opportunities at other institutions
- [Engineerjobs.com](#)
- [HireCulture](#) – creative employment in MA
- [Idealist.org](#) – non-profit & social justice opportunities
- [EnvironmentalCareer.com](#)
- Use Google's job search function to set up search alerts
- [First & second year friendly internship list](#) (not a comprehensive list)

3. Get organized

- Create a [Job/Internship Search Spreadsheet](#) to track applications, companies or interest and other opportunities you'd like to apply to
- Populate your target list of companies & internship opportunities

4. Develop & update your online presence

- Update your resume – Resume resources and examples in the [Career Development Handbook](#), upload the most recent version of your resume to Handshake – consider giving employers the option to view your resume
- Complete your Handshake profile with your interests.
- Create or update your [LinkedIn Profile](#) and follow companies you are interested in working with

- Consider writing short LinkedIn articles about topics of interest and relevant to your field.

5. Make connections with others (network)

Find Alumni & other Professional Connections

- Develop a list of connections you might have developed such as connections through FSLIG's, UROPs, FSLIG's, classes, peers, or other extracurricular activities.
- [MIT Advisors Hub](#)
- [MIT Alumni Directory](#)
- [LinkedIn - Find Alumni Feature](#)

Conduct Informational Interviews

- 15-20 minute conversations with someone to learn about their career and field. Additional information and sample questions are on page 14 of the [Career Development Handbook](#).
- The goal of your conversation is to ask for:
 - Advice on ways to enter the job market and how to market your skills
 - Information such as in demand skills, places to learn about jobs, relevant industry trends
 - Referrals recommendations of other people, companies and/or professional associations to outreach

Sample outreach email:

Dear Dr. Smith:

I am an undergraduate at MIT studying Mechanical Engineering and I am a member of Alpha Delta Phi. I found your contact information through MIT's Alumni Directory and I was hoping to conduct an informational meeting with you in this upcoming month.

I am very interested in the work that Company X does and I would like to opportunity to learn more about your experience as a mechanical engineer working in the organization. I'd also appreciate some advice about best ways to enter into the field. I would also like to hear about your MIT and ADPhi experience and how it has impacted you after graduation.

Please let me know if you would be available to talk to me for 20-30 minutes within the next several weeks either by video conference or by phone at your convenience. I would greatly appreciate it.

Thank you for your time.

*Best,
Vernon Gunnarson*

6. Connect with CAPD

Schedule an appointment with CAPD Staff for feedback on your application documents, LinkedIn Profile, interview prep, and much more. [Use Handshake](#) to set up an appointment.