Internships are your opportunity to build skills and explore industries in a professional setting. Students who complete internships are **2x more likely** to report employment upon graduation (that’s a statistic from UA’s graduating senior survey!)

If you are someone who has thought “I don’t think I’m prepared for an internship,” or “Internships aren’t part of my major,” then this is **definitely** for you! We’ve mapped out steps to help you learn about internships, prepare, and apply to opportunities through guidance from other students who have been through the process!
HERE ARE THE ROUTES WE SUGGEST!

IF YOU’RE BRAND NEW TO THE IDEA OF INTERNSHIPS, START WITH STEP 1! YOU CAN ALSO JUMP AHEAD AND START WITH ANY PART OF THE MAP THAT MATCHES WHERE YOU’RE AT.

SALLY, PHYSIOLOGY + MEDICAL SCIENCES, SENIOR

DREW, LAW, SOPHOMORE

KENDRA, POLITICAL SCIENCE, JUNIOR

SARAH, PSYCHOLOGICAL SCIENCE, JUNIOR

HELENE, PSYCHOLOGICAL SCIENCE, SENIOR

JERSEY, ENVIRONMENTAL & OCCUPATIONAL HEALTH, GRADUATE STUDENT
Learning about paid internships, and the difference between internships and volunteer work, helped me be prepared to apply. My internship helped me determine if I enjoyed certain kinds of work. Gathering information on the benefits of internships can help you determine if internships match your career goals.

Using Handshake helps you find internships that are related to you. The postings have complete descriptions so you can have an idea of the type of experience you would gain. This, plus the matching based on your profile, can help you understand what you would be doing before even applying for an internship.

The career clusters quiz gave me the chance to see what area I was most interested in! I also thought about my strengths and what I enjoy doing and considered what areas I wanted to grow in professionally, then looked for opportunities that could help me reach my goals.

As a first-generation student, an internship seemed out of reach for me. That was far from the truth! Once I started researching, I realized internships are for all students, no matter your major. If you are on the fence about an internship, do some research. If you need a place to start, visit the internship page on our website. You can also sign up for alerts to get updates on internship information!
Every student’s needs are unique so we offer 1:1 coaching appointments to help you based on your specific needs. Let’s say you have a resume but don’t know how to start applying or where to look for internships. We can walk you through it! You don’t have to go through this process alone.

I attended a search workshop where the presenter talked about how to talk to employers in an interview about incorporating your interests and what you want to learn in an internship. I didn’t know about expressing my goals to employers or that employers should think about what I want, so hearing it from someone was beneficial. It gave me the confidence to talk to my internship supervisor with what I hoped to learn, and she adjusted my duties to support that.

Check out the Kickstart Your Internship Search workshops that run throughout the semester for in-depth support with the search process. Find great information about how to research companies in Kaplan Career Core’s Topic 18 on Company Research.

Develop your resume, cover letters, and application materials

The peer coach team has many resources to help you! Meet with a peer coach in an Internship Coaching appointment to get help identifying your references, or with writing and editing your documents so you can submit your application with confidence. You can also get guidance on crafting an effective resume in Kaplan Career Core’s Topic 13 on representing yourself professionally.

Every student’s needs are unique so we offer 1:1 coaching appointments to help you based on your specific needs. Let’s say you have a resume but don’t know how to start applying or where to look for internships. We can walk you through it! You don’t have to go through this process alone.

With an interview, you are one step closer to receiving an offer, but preparing for an interview can sometimes feel scary. I made this process easier for myself by dedicating 15 minutes a day to research positions and come up with responses to questions I might be asked. Meeting with a peer coach to do a mock interview also helped me feel more prepared because I got tips and personalized feedback. One of my biggest concerns was the possibility of the interviewer asking me a question that I had never been asked. The peer coach even provided me with suggestions on what to say if that were to happen. Afterwards, I felt more confident for the interview!

Interviewing is a skill you can develop, even without an interview scheduled. Practice answering questions like, ‘Tell me about yourself,’ so you are prepared when you start getting interviews. Big Interview is a great tool to practice on your own. You can also make an appointment for a mock interview with the peer coach team.

Attend career fairs and events

Students get internships and job offers at career fairs! Employers want to meet students and share opportunities, so these events can greatly benefit you. Check out the video on Making the Most of Career Fairs from Kaplan Career Core for great tips on how to prepare these events!

Career fairs are a great way to interact with companies face-to-face! By attending events like this, you can begin making professional relationships and building your network. You’ll learn about employers while also finding potential internship opportunities. Don’t miss out - there are so many benefits to attending career fairs!
One thing that struck me about Career Core was the personal branding topic. Oftentimes students overlook this, but it is essential in setting yourself apart from other applicants. Personal branding connects you and your career interests as one and showcases that through your resume, cover letter, and even interview (i.e. when employers ask, “Tell me about yourself.”) I think about some of the most successful companies like Nike and Adidas. Both are in the athletic apparel industry, but what separates them? Their brands!

Kaplan Career Core is such a great resource! With 20+ modules focusing on career readiness, this resource will meet you where you’re at. Each topic is filled with helpful information, interactive worksheets, and videos. I was amazed by how much information is at your fingertips!

Kaplan Career Core gives you access to 24/7 career education content. It can help you prepare for an internship, your first job, and your ongoing career success! We suggest Topic 4 on personal branding, Topic 10 that addresses how all experience counts, and Topic 18 on researching employers. Check out any Career Core topics: you can complete one or all, whatever fits your needs.

One thing that struck me about Career Core was the personal branding topic. Oftentimes students overlook this, but it is essential in setting yourself apart from other applicants. Personal branding connects you and your career interests as one and showcases that through your resume, cover letter, and even interview (i.e. when employers ask, “Tell me about yourself.”) I think about some of the most successful companies like Nike and Adidas. Both are in the athletic apparel industry, but what separates them? Their brands!

1:1 appointments with a peer coach are incredibly helpful for your search, plus they’re free! Meeting with a peer coach can help you organize your search and what you’ve learned so far to determine your next steps. This is such a useful resource, and the entire peer coach team is happy to help you!

You can complete these at any part of the process!

Make an Internship Coaching Appointment in Handshake to get help no matter where you’re at in the process.

More questions? Come find us in-person at:

Bartlett Student Academic Success Center Floor 3
University of Arizona Main Campus
1435 E 4th St, Tucson, AZ, 85719