



Pitching your own Internship

What if the company you want to work for does not offer an internship? Take this as an opportunity to show your initiative and propose your own internship! Pitching a project or internship is not uncommon, as not all companies host a formal internship program, but could still use extra help.

Before you start proposing any internships, it is important to lay down the ground work and establish a professional relationship with the organization. You will also want to educate yourself on the business needs and practices of this company to be able to understand how you could provide value to their operation. Remember people hire who they know and trust! Here are some examples of scenarios that students have found success in pitching their own internships in the past:

- **Work your Network:** Building your network is a crucial part of your professional development. Conduct [informational interviews](#) to foster and establish trusting relationships with individuals. You can explore how you could contribute and help fill a need for the organization. Ask about the possibility of you working on a project for them. Be prepared to share a general overview to the scope and goals of the project.
- **Turn School Connections into Work Connections:** Students often have the opportunity to reach out to companies for school projects and information. Keep in touch with these contacts and be sure to maintain a high level of professionalism when communicating with them. Many students have found success in leveraging these relationships to propose internships and projects.
- **Ask your Employer:** Transitioning a part-time job into an internship may also be an opportunity worth exploring. Former or current employers are great options to pitch applied projects to for many reasons. You already have an established network within the organization, they know your work ethic and skillset, and you are knowledgeable about their industry and needs. Reach out to your supervisor about ways you could add value beyond your regular job duties.

Establish your Scope of Work:

Once you've connected with a company and they are interested in exploring what an internship with you may look like, it's time to work with your future supervisor to establish what your specific [Scope of Work](#) will look like:

Internship Overview: What will the general scope and purpose of the internship be? How will your role contribute to the day-to-day operations? What business need does it meet?

Scope of Work: What are the goals and objectives of this internship? Remember the organization you are working with should also gain something from this experience, so what are the specific deliverables and projects you will be accountable for during this internship?

Workplace Expectations: Clear details of the role pertaining to topics like: schedule, travel, supervisor, pay, etc...

[+] [See a full Scope of Work guide and sample in attachments](#)