

AN INTERNSHIP CAN HELP SHAPE your career trajectory, expand your professional network, build your resume, and bolster your chances of securing meaningful employment after graduation. Students who benefit the most from internships are intentional in their internship planning. Below are some things to consider before you start your internship search.

#### Understand what an internship is:

- > Time-limited experience (usually a quarter or two) in a workplace setting
- > Stronger focus on student learning than is typical with part-time jobs

#### Reflect on what you want out of an internship:

- > Learn a new skill or practice and enhance a skill you recently learned
- > Apply your classroom learning in a real-world setting
- > Experience a new sector, industry, or work environment
- > Explore an interesting career path
- > Get your foot in the door at a specific organization

#### Think about logistics:

- > Many internships are paid but some are not. How important is pay to you?
- > Do you want to pay for and earn academic credit for the learning that takes place in your internship? Earning credit is optional (except for international students) and won't affect your ability to receive pay from the employer.

#### Consider timing:

- > It's never too early or too late to do your first internship, but your sophomore or junior year is a good target.
- > Internships can happen any time of the year. When can you squeeze in a 10-15 hour a week internship?

#### Look for internships:

- > Apply for positions you find through referrals, employer websites, internship sites, fairs, etc.
- > Create your own by approaching an organization you feel passionate about with an internship proposal.

#### Get your materials together:

- > Draft and polish a resume, cover letter, introductory email, and thank you email.
- > The importance of these documents cannot be overstated. Take them seriously. Make sure they are error-free and tailored to specific internships.

#### Prepare for interviews:

- > Take time to investigate effective interview strategies, research the employer, prepare answers to common questions, and figure out how to articulate your value to employers.
- > Practice saying your answers out loud...by yourself, with friends, or with a career professional.

#### Evaluate opportunities:

- > Does the internship involve meaningful work that is of value to the organization?
- > Does the employer seem committed to helping you create learning goals and providing ongoing feedback?

#### NEXT STEPS:

- > Check out [careers.uw.edu/internships](https://careers.uw.edu/internships)
- > Meet with a career coach to develop an internship **strategy**
- > Start perusing internship **postings** – Handshake, job & internship fairs, dept. resources, etc.
- > Utilize Career & Internship Center resources on **resumes, cover letters, interviews, LinkedIn**
- > Check with the Carlson Center (Gen St 350) or your academic department about earning **credit** for the learning that takes place in an internship
- > International students - talk to an **ISS advisor** about CPT