

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
- > 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

THERE ARE MANY EFFECTIVE WAYS to find internships. The most successful internship-seekers devote time and energy to search using a variety of strategies and refuse to give up if at first they don't find what they're looking for. Below are some proven ways to locate internship opportunities.

TALK TO PEOPLE

Contacts

- > **Fact** - 48% of respondents to our recent graduate survey reported that relationships with others directly helped them get their position. Also, a 2017 Payscale article stated that 85% of jobs are found through networking.
- > **Advice** - Tell your friends and family members what you're looking for and ask them to keep an eye out for you.

Job & Internship Fairs

- > **Fact** - 83% of employers who responded to our survey said they extended an internship offer to a UW student they met at the 2017 Internship Fair. The offers were in an array of fields.
- > **Advice** - Commit to attending at least one of the 20+ internship, job, and career fairs at UW this year.

Other Employer Events

- > **Fact** - The Career & Internship Center hosted 50 employer visibility events in 2017-2018.
- > **Advice** - Check our online calendar for Site Visits, Employer InfoSessions, Employer-Led Workshops, and Employer Panels.

USE CAMPUS RESOURCES

Handshake

- > **Fact** - Employers posted 7,631 internships in our database last year! More than 80% of them were paid!
- > **Advice** - Log in to your Handshake account at careers.uw.edu, set up your profile, and do some keyword searches in the *Internship* section.

Academic Departments

- > **Fact** - More than 40 academic departments offer internship courses and even more than that provide students with internship resources and advice.
- > **Advice** - Find out how your department disseminates internship information - listserves, blogs, Facebook, bulletin boards, etc.

Carlson Leadership & Public Service Center

- > **Fact** - The Carlson Center is a great resource for students interested in non-profit and public sector internships.
- > **Advice** - Look into their Undergraduate Community-Based Internship Program, and other public service fellowships and awards.

SEARCH ONLINE

Employer Websites

- > Look for internship info on the websites of employers of interest

Internship Sites

- > hyreculture.com
- > internships.com

General Posting Sites

- > indeed.com
- > idealist.org
- > linkedin.com
- > wayup.com

Keyword Searches

- > Open a browser, type "internship", and then type something else like an industry, a city, etc.
- > Ex: "marketing internship Boston"

TIPS:

- > Don't spend all of your time searching online. **Diversify!**
- > Don't worry about trying all the strategies listed. Pick a few and **do them well.**
- > **Be patient.** Finding the right opportunity usually takes a little time. Stay positive!