

Build Up Your Future: Intern



WHAT IS AN INTERNSHIP?

An internship is an out-of-classroom work experience that is related to your major and/or career field of interest and is usually completed for academic credit. It may be paid or unpaid, part or full-time, it can last a semester to a year, or it can take place in the summer.

DO I REALLY NEED TO DO AN INTERNSHIP?

Yes! Relevant experience is the number one thing employers look for on a resume and without this you may not be able to compete for the positions you seek. There are also employers who use internships as their primary recruiting tool and so their interns take most of the employment opportunities.

More Benefits of Internships:

- Make powerful contacts with people who can help you obtain future employment.
- Learn important transferable skills: interpersonal communication, teamwork, problem solving, creativity, work ethic, time-management, leadership, etc.
- Gain confidence and self esteem in your abilities, skills, and talents.
- Help you to clarify what you really want to do.

HOW TO PREPARE

- Determine what kind of experience you want/need for the career field you hope to enter.
- Develop a resume to emphasize your skills. The Career Services Center offers seminars, handouts, and other resources to assist you in creating the best possible resume. Then, schedule an appointment for a resume critique.
- Contact employers early to maximize your opportunities and allow enough time for the interview process.
- Be prepared for interviews; attend an interviewing seminar offered by Career Services Center and take advantage of our Interview Stream mock interviewing system.
- Follow-up all interviews with a thank-you letter to the interviewer(s) expressing your appreciation and reiterating your interest.

STARTING THE INTERNSHIP PROCESS

1. Go to your academic department to learn their internship requirements and to see if they have any listings or leads, and ask where students have interned in the past.
2. Check out our website at www.stcloudstate.edu/careerservices. There are direct links to internships on InternPost as well as other internship listings and links.
3. Network with friends who go to other colleges and find out what resources are available to them.
4. See the internship directories available in our Career Resources Area.
5. Stop in the Student Employment Services office or look at job ads/Internet classifieds to see if there are FT/PT job openings available that could be turned into internships.
6. Go to company websites to see if they have any internship information posted.
7. Go to the Volunteer Connection (AMC 139) for ideas on volunteer internships.
8. Network with classmates, faculty, friends, family, and alumni; let them know of your interests and get referrals to people they know who work in your fields of interest.

**It is important that you let your advisor/department know of your interest in interning and ask them about their internship process!*