

## An Internship Guide

### SO WHAT'S AN INTERNSHIP?

Only the ultimate learn-by-doing experience: a short-term job (it can last for a summer or a semester) that may pay you in cash or school credit. Companies hire interns for extra help and to scout out new talent.

### WHY SHOULD I INTERN?

You'll learn about an industry, develop professional skills and meet influential people. Yeah, you'll be doing largely administrative (aka: grunt) work, like answering phones or photocopying, but it really will pay off.

### HOW DO I FIND A COOL INTERNSHIP?

Hit your school's career center (Centennial Hall, Room 215) or guidance counselor's office. Check out their resource books and the Web (see "The Internship Hookup," back). "Think about the activities you most enjoy," says Kristin Conner, a Stanford University career counselor. If you love animals, try interning with a vet or at the zoo. Also, tell everyone you're looking to explore career possibilities. You never know whose father's best friend's uncle is CEO of the company you're dying to work for.

### RESUME? WHAT RESUME?

A resume lists your job experience, but don't get stressed out if your only job was babysitting. "Include extracurricular activities, volunteer work and class projects," says Conner. Be specific: If you did fund-raising, describe how you raised the money. But keep it brief – one page, max.

### WHAT'S THE HURRY?

Many companies interview summer interns in the spring, but deadlines vary. "It's never too early to do the research," says Andy Ferguson, the University of Richmond's director of career development. Get the applications in before the due date.

### HOW CAN I ACE THE INTERVIEW?

Dress appropriately. If it's an accounting firm, wear a suit and lose the lip ring. Don't memorize answers (you're not a robot!), but be ready to talk about your skills and why you want the job. Afterward, don't forget to send a thank-you note.

### FEW TIPS

- Don't think of money first when you are looking for practical experiences. You're going to find both paid and non-paid opportunities. Look for experiences that will build your resume and skills. They will pay off in the end.
- Do consider not-for-profit organizations. These are often neglected sources of employment that are always looking for help, and they can provide rewarding internships for any major.
- Revise your resume after each internship. Make sure that you include a clear description of your experience and note any important projects where you have shown leadership. Make leadership a separate heading on your resume so that it stands out. In addition to acquiring specific job skills, you are likely to develop other skills that may not be noticeable to you immediately, e.g., customer service, problem solving, communication and critical thinking skills. These skills are highly regarded by employers, and they are portable to any work place. When you add these skills to your resume, be prepared to discuss how you obtained them. If you are developing a career portfolio, include samples.

## THE INTERNSHIP HOOKUP

- [www.stcloudstate.edu/careerservices](http://www.stcloudstate.edu/careerservices) - The Career Services Center's homepage has many links for internship related resources. This includes InternPost, a free posting site for internships.
- [www.scsucareers.com](http://www.scsucareers.com) – Post your resume and search for jobs, all for free!
- [www.internships.com](http://www.internships.com) – Check out this national database, searchable by region.
- [www.idealists.org](http://www.idealists.org) – If you want to make the world a better place, look here for internships that make a difference.
- [www.studentjobs.gov](http://www.studentjobs.gov) – Click here for links to government sites, from the CIA to the National Park Service.
- [www.ascap.com](http://www.ascap.com) – American Society of Composers, Authors & Publishers
- [www.symphony.org](http://www.symphony.org) – American Symphony Orchestra League
- [www.cbsnews.com/stories/2004/04/26/broadcasts/main613839.shtml](http://www.cbsnews.com/stories/2004/04/26/broadcasts/main613839.shtml) - CBS News
- [www.sonymusic.com/about/jobs.html](http://www.sonymusic.com/about/jobs.html) – Sony
- [www.wdwcollegeprogram.com](http://www.wdwcollegeprogram.com) – Disney World
- [www.magazine.org/Careers/internships/](http://www.magazine.org/Careers/internships/) - Magazine Publishers of America
- [www.entertainmentcareers.net](http://www.entertainmentcareers.net) – Entertainment Jobs & Internships
- <http://ibm.com> – IBM
- [www.merck.com/careers/internships.html](http://www.merck.com/careers/internships.html) - Merck & Co., Inc. is a global research-driven pharmaceutical products company.
- <http://university.gsfc.nasa.gov/> - NASA
- [www.ornl.gov](http://www.ornl.gov) - Oak Ridge National Laboratory
- <http://footballjobs.teamworkonline.com/teamwork/jobs> – NFL Internships
- [http://www.unfoundation.org/about/about\\_internship.asp](http://www.unfoundation.org/about/about_internship.asp) -- United Nations Foundation
- [www.twc.edu](http://www.twc.edu) - Washington Center for Internships and Academic Seminars

## WHERE ELSE CAN I LOOK UP INTERNSHIP OPPORTUNITIES?

The library in the Career Services Center has several national internship directories. These include:

- For the Common Good: Internships with Community and Social Service Agencies
- Internships with America's Advertising Agencies
- National Director of Arts Internship
- Resort Internship and Seasonal Employment Guide
- The Big Green Internship Book
- The Congressional Internship Book
- The History Internship Book
- The Human Rights Internship Book
- The Internship Bible
- The Media Internship Book
- The Sports Internship Book
- Washington Internships in Law and Policy

The Miller Center library also has several books on internships. In addition to assisting you in obtaining academic credit for your internship, department Internship Coordinators can also be an invaluable resource to you by providing advice, listings of current internships, and other helpful hints during your internship search process. Many departments also post the internships they receive from organizations on their departmental bulletin boards. *For more information regarding internships, contact the Career Services Center at [careerservices@stcloudstate.edu](mailto:careerservices@stcloudstate.edu) or call 320-308-2151.*