

FINDING AN INTERNSHIP OR SUMMER JOB



THE CAREER SERVICES CENTER
DEPAUW UNIVERSITY
GREENCASTLE, INDIANA 46135
(765) 658-4280

<http://www.depauw.edu/admin/career>

I. What is an Internship?

An internship is an opportunity to gain work experience in a field of interest. It could be:

- paid or unpaid
- for college credit
- during college or after graduation
- as short as 2 weeks or as long as 18 months

Many different organizations are interested in hosting or employing interns.

II. Pluses & Minuses of an Internship:

A) From the Intern's Perspective:

- exposure to a potential field of interest
- valuable work experience
- develop personal contacts
- earn money or academic credit

B) From the Employer's Perspective:

- inexpensive yet good quality labor/help/assistance
- potentially identify a prospective full-time employee
- provide a worthwhile work experience to someone
- it is a short-term arrangement

III. What Do I Want To Do As An Intern? Where Do I Want To Intern? For Whom Do I Want To Intern?

- Try something, anything - you might like it! Or you will learn you do not like it enough to pursue upon graduation.
- There is no long-term commitment; it is generally relatively short-term and a win-win situation for everyone involved.
- Secure an internship at a place in which you have an interest, such as a museum, law firm, senator's office, consulting firm or a publishing company. Through this experience you will know more about that field and can determine whether it is something you want to do after graduation or in a future internship.

-Internships-

IV. How Do I Identify Prospective Internship Hosts? Try these resources:

<u>The Career Services Center</u>	<u>Other</u>
.www.depauw.edu/admin/career	
.TigerTracks	
. Winter Term Host Binder	* Academic Departments
. Summer Job /Internships Binder	* Winter Term Office
. Full-Time Job Opening Binder	* Roy O. West Library
. Internship Directories	(career section)
. Alumni Career Network	* Alumni
. Books - "Internships in..." (Variety of occupations)	* Friends, Family, Parents of Friends

V. How Do I Contact (Approach) These Prospective Hosts?

- **Cover letter** - a one page letter that explains your interest in doing an internship with that organization.
- **Resume** - a one page brief overview of your academic, extracurricular and work-related accomplishments. You will need a resume for virtually any type of job or internship. Pick up a "Guide to Resumes and Cover Letters" in the The Career Services Center or view it at [www. depauw.edu/admin/career](http://www.depauw.edu/admin/career).

VI. Then What?

- **Interviewing** - most employers will not hire you sight unseen. They will want to meet and talk with you; they want to know if you will be "a good fit" with their organization. The best way of doing this is speaking with you face-to-face, probably in an interview. Pick up the "Employment Interviewing" booklet in The Career Services Center or download at www.depauw.edu/admin/career/handoutspage

- **Follow Up** - after an interview, only follow up with the interviewer by writing a thank-you note and reiterating your interest in the position. It may be appropriate to stay in touch with the person by phone or e-mail until you have heard whether or not you've been offered the position.

- Helpful Hints to Securing an Off-Campus Internship/Summer Job -

- 1) To learn more about yourself and to help secure the internship that best meets your interests and needs, you will want to answer these 3 questions:
 - a) What am I good at?
 - b) What do I like to do?
 - c) What is important to me?
- 2) Next, identify 3 or 4 fields, occupations, or types of jobs that are of interest and that you might like to sample during the summer. Printed resources and self-assessment exercises in The Career Center and on its web site may help you with this.
- 3) Begin preparing your resume, which is an expected "professional" document commonly used in securing employment. Resume-related advice and assistance are available through The Writing Center, The Career Center and on its web site.
- 4) In the The Career Center and on its web site, research the fields of interest to learn even more about them and to better determine which might be a good "fit" for you during the summer. This will also allow you to demonstrate some knowledge of the field to prospective internship hosts. Keep in mind that there are probably several areas worth investigating and potentially of interest, and they may not necessarily be related to your academic major.
- 5) Use the The Career Center and other appropriate resources to identify prospective organizations or companies in the above fields and occupations. Research the organization to learn more about it and to determine if it meets your needs; the resulting knowledge will also help you make a positive first impression with the person hiring you.
- 6) Identify the appropriate individual at the organization to contact regarding an internship; the The Career Center staff may be able to help you with this.
- 7) Draft a letter to this individual explaining your interest in interning at his/her organization and what you can offer him/her for the summer (i.e. interest in that field, enthusiasm, solid communication skills, etc.). Again, guidelines are available in The Writing Center, The Career Center and on its web site. This letter will ultimately be sent with your resume to prospective internship hosts.

- 8) Finalize your letter and resume to be sent to prospective hosts.
- 9) Send your letter and resume to prospective hosts.
- 10) Approximately 5-7 days after sending these, phone the individual to whom you sent your resume to answer any questions and to see if he/she is interested in having you as an intern. If convenient and appropriate, you may want to schedule an interview.

DePauw University Career Center
Steps to Finding a Summer Job or Internship

Picture This: Imagine that tomorrow you begin your summer job. As you are headed to your job, where are you going? What tasks will you be doing? With what people will you be interacting? What skills would you like to use or learn to use? Use this area to draw (or write!) a picture of this job. What do you hope it looks like?

I. Why do you want to find a summer job? What do you hope to gain from it?

II. If you were an employer, what type of individual would you want to hire? What personal characteristics would be useful? What skills would be important?

