Starting Your Internship Search
Why do an Internship?

• Information about career fields of interest
• Gain and practice skills applicable in the workplace
• A community of professional contacts
• Major requirement = academic credit

A recent survey* shows that students who completed at least one internship received a job offer more quickly and had a higher first position salary than those who did not.

* National Association of Colleges and Employers
Internships can be:
- Paid or unpaid
- Full-time or part-time
- Done any time during the year
- For academic credit or not

Internships need:
- Learning outcomes
- Appropriate supervision
Handshake will help you get started

- What are your career interests?
- When do you want to intern?
- Where will be you be when you want to intern?

Add under Career Interests
Searching for Advertised Openings

**SEARCH SITES**

**General**

- Handshake - use "remote" and "virtual" as a keyword search.
- Baltimore Collegetown Network
- LinkedIn - Click “Search”, which opens the search filters at the top. Go to “All Filters” and find “Commute” as a new option
- Indeed - Go to Advanced Job Search and find “work setting” filter. Notice that “Temporary” is a Job Type and could be a good option for internships
- Glassdoor
- Google - Click on Location to search “work from home”

General, Industry, Remote, Identity
Finding Unadvertised Openings through Your Community

Career Conversations ARE:
- Connecting with people to give and receive information, advise, support and referrals
- Building a community of people with shared interests with which to learn and grow

Career Conversations are NOT:
- Asking for an internship
- Acquiring names of people just to get a job
- Using people strictly for your gain
- Putting friends, neighbors, or others on the spot
Craft a brief, simple message that includes:

• How you know the person?
• What are you interested in?
  • Be clear that you'd like to hear their story
• What you want from them?
  • 30 minutes
Application Tips

• Start applying the semester *before* you want to intern
• Know that summer internships may have fall deadlines
• Review position description, qualifications and organization website
• Tailor your resume and write a cover letter
• Follow application instructions EXPLICITLY – submit everything asked for (transcripts, references, recommendations)
• Track your applications – what, when, who
Academic Credit and Funding

Academic Credit
• Every major has an internship course
• 45 hours for every one credit
• Register with Internship Learning Agreement (ILA) via Handshake

Funding
• Unpaid internships in the summer
• $1500
Make Your Plan!

- When do you want to do an internship?
- What's your first step?
✓ Individual appointments – Handshake
✓ Resume & Cover Letter Check – Handshake
✓ Job/Internship postings – Handshake
✓ CEO website (www.goucher.edu/ceo)
✓ Social Media: @TheGoucherHub