

# HOW TO FIND AND APPLY FOR AN INTERNSHIP

*Internships often provide you an enriched opportunity to obtain real-world working knowledge and hands-on problem solving skills. Internships are important additions to your resume. Sometimes, they even lead to a job offer.*

## General Steps in Finding an Internship

- ❖ Complete necessary coursework in the general area in which you would like to intern
- ❖ Search for opportunities
  - Talk to your advisor or professors in the area of your interest about potential internship opportunities
  - Watch the Department Bulletin Board for internships
  - Conduct a Web search for internship opportunities
  - Talk to students who have done an internship
  - Talk to family and/or friends who may have knowledge of potential opportunities
  - Consider possible opportunities at the ESRGC
- ❖ Get the support materials ready if required (recommendation letters, resumes, etc.)
- ❖ Submit applications online or visit the companies or organizations in person

## Application Process

- ❖ Decide when and where you want to do your internship
  - Decide whether to do the internship: during the summer or during a regular semester
  - Contact companies or agencies to narrow down the internship opportunity
- ❖ Prepare potential materials and have them proof-read by the internship coordinator and possibly other faculty
  - Application Letters
  - Transcript
  - Resume
  - Reference names or letters of support
- ❖ Finalize an internship with a prospective company/agency/organization with written confirmation
- ❖ Stay in touch with the Department Internship Coordinator/Associate Chair about necessary procedures and documentation to track the internship progress