



GUIDE TO: INTERNSHIP SEARCH



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What is an internship?

Internships are learning opportunities that provide hands-on work experience connected to a course of academic study. An internship is designed to provide an in-depth look at a particular career field while applying theoretical classroom concepts to the workplace. They are supervised by the employer and by faculty, contain structured reflection exercises, and may be done for academic credit.

Additionally, internships are an excellent way to:

- Determine if the industry and the profession is the best career option to pursue
- Discover in-depth about a particular career of interest
- Learn what skills are required to successfully navigate a career choice
- Gain practical work experience to complement theoretical knowledge
- Get exposure to professionals and build networks in a field
- Learn and develop professional work habits
- Understand corporate cultures and analyze business settings
- Get a foot in the door!
- Build professional confidence



Why intern?

One of your goals should be to obtain an internship each summer during college. Why? Because internships feed full-time hiring! Most employers say internship programs are designed to help the organization recruit entry-level college hires.

According to the National Associate of Colleges and Employers (NACE) and contrary to what may be in media reports, employers are paying their interns. The average hourly wage rate for interns at the bachelor's degree level is around \$16.26 and for interns at the master's degree level, the average hourly wage rate is \$22.

In 2012-2013, just over 80 percent of employer respondents to a national survey have plans to offer some type of benefits to their interns. The retention rates of full-time hires that came from an employers' own internship/co-op program are higher than the rates of those hires that either completed an internship/co-op with another employer or completed no internship/co-op at all.

So, the best way to prepare for your career after graduation is to intern while in school!

Types of Internships

Academic Internships:

- Typically required by your department, but can also be taken as an elective credit
- Students receive academic credit
- Can be paid or unpaid
- Usually require formal goal setting and a reflection at the end of your internship experience
- Work closely with your faculty advisor to coordinate

Requirements:

- Each academic program will have different requirements for an internship. Be sure to check with your faculty advisor to learn the pre-requisites and requirements in your major.

Elective Internships:

- Not required by your academic department – done for experience only
- Students will not receive academic credit
- Typically related to your major, but can be an opportunity to explore various careers
- Can be paid or unpaid
- Should have formal goal setting and reflection incorporated into the experience
- Work closely with UNH Career Development to coordinate

Steps for Your Internship Search

Self-Assessment:

In order to determine what career is right for you, it is a good idea to have a firm understanding of your skills, traits, values, and interests. Therefore, the first step in your career development is performing a self- assessment.

The FOCUS Career Assessment system can help! The assessment can be found here:

<http://www.newhaven.edu/cdc/149783/>



FOCUS is based on Holland Occupational Theory, which states that since jobs have skills and traits that define them, people with matching skills and traits will likely enjoy and thrive in that career.

While taking the assessment you will be asked questions that are related to your skills (things you do well), your work and leisure interests (things you like to do), your personality type, and your work values (things you want from your career). FOCUS then provides you with majors and occupations that match your input.

After taking FOCUS, be sure to connect with the UNH Career Development Center to review your results.

Develop your Resume

In order to apply for an internship you will need a well written and focused resume. The resume is your first impression to a prospective employer, and therefore it needs to be enticing, factual, and relevant to the job in which you are applying.

A resume is a **marketing tool**, designed to sell you to a prospective employer. For your internship, you want to showcase your academic course of study, academic projects, campus leadership experiences, part time or summer jobs, as well as any other information that is relevant to that career field.

Please refer to UNH's Guide to Resume Writing for additional information!

An employer will visually scan your resume for 30-45 seconds. In that time you must attract them to your resume, tell them what you want, and most importantly, what you can do for them.



Internship Search Strategies:

- Review internship postings on Charger Career Link, UNH's online internship database located at <http://unhcareercenter.com/>
- Talk to your faculty advisor and other faculty members– they likely have knowledge of internship sites and contacts in the field
- Connect with your fellow classmates to learn where they have previously interned and to get connected to opportunities.
- Google industry-specific internships, e.g. “criminal justice internship”
- Review internship postings on the websites of organizations/companies that interest you
- Check other schools' websites to see what companies recruit there
- Network online via LinkedIn
- Participate in on-campus interviews and job fairs
- Read newspapers and magazines to gain information about companies

Then...

1. Uncover and make note of 30-50 internships of interest
2. Separate internships into 1st tier, 2nd tier and 3rd tier preferences
3. Start your application process and keep track of your applications!

Keep in mind that an internship search can take several months. Persistence is the key!

Application Process:

Online

Each organization may have a slightly different approach to the application process. You will find that most require an online application of some sort with areas to upload a resume, cover letter and possibly references. Many companies utilize an online system for their own tracking purposes and to ensure that everyone has equal access to opportunities. Be sure to complete all sections of the application accurately and honestly.

Once you submit your application, the system will typically generate an auto-response saying that your application has been received and that you will be contacted if your qualifications meet the needs of the company. Some organizations have ways you can see the status of your application as it goes through the review process, so be sure to keep all of your username and password information handy!



E-mail

You may face instances where an employer asks you to e-mail a resume and cover letter to a specific person. Be sure to attach your cover letter and resume (in that order) as one document and say something similar to this in the e-mail message:

Dear Ms. Doe,

Attached is my resume and cover letter for the _____ position.

I look forward to speaking with you about this great opportunity.

Sincerely,

Job Seeker

Mail

Yes, some companies still do accept or even prefer your resume and cover letter by mail! When mailing your documents, use an 8 ½ x 11 envelope so you do not have to fold everything (this makes it very cumbersome if the employer needs to make copies of your documents with folds). Utilize resume paper instead of white copy paper and attach your documents together with a staple or paper clip.

Follow Up

It is essential that you keep track of the organizations you applied to and when so you can follow up with organizations as appropriate. Use a method that works for you to track...it could be an Excel spreadsheet, a notebook or an online tool like [JibberJobber](#).

Once a reasonable time has passed since your application submission (usually 10-14 days), you can contact the company by e-mail or phone to inquire about the status of your application. It is not recommended that you contact the organization if their advertisement says “no phone calls please.”

Helpful Resources

Here is a good list of resources for locating internships – remember, most internships are found by contacting people and organizations so be sure to make that a big part of your internship search.

Charger Career Link: UNH’s online job/internship database is constantly updated with internship postings. Be sure to check here regularly, create a Job Search Agent, and post your resume for employers to review.

<http://unhcareercenter.com/>

UNH Library Digital Databases: The UNH Library has a large selection of digital databases that you can access for free. A few in particular are great resources for locating companies and organizations across the country: Reference USA and Hoover’s Business Directory.

<http://www.newhaven.edu/library/Databases/>

LinkedIn: LinkedIn is the world’s largest online professional network, a Facebook for working professionals. People on LinkedIn come together to network, promote their organization, recruit new talent, and highlight their skills and experiences. Start by creating a strong profile and then begin connecting with employers, researching companies, reviewing job postings, and joining groups related to your industry of interest.

www.linkedin.com

Reputable online internship posting sites:

Career Rookie

<http://www.careerrookie.com/>

Monster College

<http://college.monster.com/education>

Internships.com

<http://www.internships.com/>

Idealist

<http://www.idealists.org/>

Student Conservation Association

<http://www.thesca.org/>

Pathways to Science

<http://www.pathwaystoscience.org/>

Indeed.com

www.indeed.com

Federal Internships

<https://www.usajobs.gov/StudentsAndGrads>

Intern Match

<http://www.internmatch.com/>

Cool Works

<http://www.coolworks.com/>