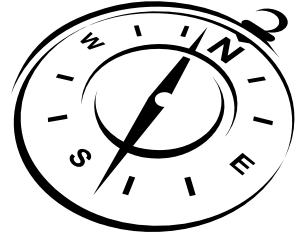




How to Find an Internship



- I. Define purpose – goals of doing an internship
 - a. Experience
 - b. Entry into industry and industry contacts
 - c. First step in company ladder
 - d. Paid or unpaid

- II. Time frame, length, location
 - a. Now, next summer, next year
 - b. Two weeks, two months, more?
 - c. Here local or somewhere else? International?

- III. Start researching
 - a. The internet is your friend
 - b. Make a list of your top 5-10 companies or organizations you would like to work with and DO YOUR HOMEWORK!
 - c. Get to know someone at the organization through phone calls or an informational interview.

- IV. Develop a one-page “pitch” that you send with your resume.
 - a. Include:
 - Which department or with whom you would prefer to work.
 - The skills you would like to gain.
 - The time frame and time commitment of the internship.
 - What you bring to the party.
 - Your openness for alternate plans of work from them

- V. Make contact
 - a. Phone
 - b. In person
 - c.

- VI. Follow up!!!

Career Center Location and Hours

Student Services Bldg. – Room SS-282, (805) 965-0581, ext. 2331

Hours: Mon. 9 – 4:15, Tues. 9 – 6:00, Wed. 9 – 6:00, Thur. 9 – 4:15, Fri. 9 – 1:00