

FINDING AN INTERNSHIP



BAYLOR
UNIVERSITY

CAREER & PROFESSIONAL DEVELOPMENT

What is an internship?

An internship is an experience where you take on a responsible role within an organization. Internships are a way to:

- Gain needed work experience
- Increase your qualifications
- Learn more about the business world, government sector, or non-profit sector
- Solidify your career choices
- Learn the value of teamwork
- Develop strong interpersonal skills.

Develop an intern goal statement. Answer these questions.

1. What is it you want to do?
2. What are the skills you would like to use and the interests you would like to incorporate?
3. What type of employer would you like to work for as an intern? Identify the type of organization, i.e. large corporation, school, non-profit organization, etc.

Determine which type of internship you are interested in.

- Paid Internships
Allows you to gain experience with compensation received.
- Non-paid/Academic Internships
Allows you to receive academic credit for the work accomplished in the internship. Academic internships are supervised by a faculty member and are approved by individual academic departments.

Start early and get organized

The internship search should begin at least six months or two semesters prior to the target start date. Many organizations hire their summer interns in the late fall or early spring. *(Contact the Office of Career & Professional Development to learn about internship resources such as Career Insider, Internships USA, WetFeet and Hireabear.com)*

Conduct self-assessment

You should know what skills and abilities you have in addition to those you need to develop. *(Schedule an appointment with Career Counseling to complete the Myers-Briggs Type Indicator and Strong Interest Inventory.)*

Conduct research and create a plan

Identify preferences in industry, geographical location, compensation, etc. A plan should include developing a timeline for the job search, specific tasks, making contacts, and applying for jobs. *(Schedule a career coaching appointment with the Office of Career & Professional Development staff.)*

Prepare resume and other documents

Update and customize your resume, write a cover letter, and get approval from references. *(Have resume reviewed during walk-in hours at the Office of Career & Professional Development, attend a resume writing workshop.)*

Network

Reach out to everyone. Networking is a relationship building process that helps you open doors, get interviews, and land an internship. *(Attend career fairs, obtain alumni contacts, utilize Hire A Bear, create a list of contacts including friends and relatives who might help you.)*

Prepare for Interviews

You should review your resume and know your skills. You should also review interview questions in advance and practice your answers. *(Participate in a mock interview, use the online InterviewStream practice interview tool, attend an interviewing strategies workshop.)*