

## Internship Search Tips

- ❖ Figure out what it is you want to do. You can mold your answer by considering several factors: What is my dream job; What peaks my interest; What gets me excited; What is the sector or industry that I see myself in; Where do I want to intern or work?
- ❖ Understand the timeline of the internship process. Are you looking for an internship during the academic year or during your breaks?
- ❖ Start early! Organization and planning is essential to find a good internship.
- ❖ Keep an excel sheet of all the internships that you are interested in, their website, contact of the recruiter, and due date. This is helpful in case you are called for an interview and need to recall information about the government agency or firm, as it possible to lose track of internship or job applications as you might have applied to over 100 positions.
- ❖ Consider your finances and plan your budget.
- ❖ Try to consulting with professors/mentors/ advisors or even looking at individuals in LinkedIn who are pursuing the type of career you are looking for.
- ❖ Ask your friends about their past internships or if they know of any internships that match your interests.
- ❖ Not every internship is posted on LinkedIn, so do not rely only on LinkedIn. Venture to other sites like [internship.com](http://internship.com), [looksharp.com](http://looksharp.com), and the university's Orange Link for new or different postings. Also, try a simple google search using keywords to see what companies/organizations websites pop up.
- ❖ Do not be afraid to ask for advice to previous employers, classmates and Maxwell staff.
- ❖ Search using keywords like "Non-profit internships in Syracuse, New York" or "International Relations internships in Washington, DC," this narrows your search options and is tailored to your interests.
- ❖ Identify the organizations you are most interested in but also expand your search to others that could fit your profile and abilities.
- ❖ Research the company or organization before you apply for an internship so you are familiar with their goals, missions, and visions and if you see yourself working for them.
- ❖ Do not just apply for an internship because of the organization name; look at the responsibilities and the type of skills and experience you will gain from it.

## Internship/Job Search Reminders

- ❖ Do not get discouraged if an internship or job application does not work out. There is a reason your application did not come to fruition and rejection is a part of the process.
- ❖ Talk to your friends and parents. You do not have to do this alone – air your frustrations and realize the process is a part of life and everyone goes through it. Also, it can keep your nerves at bay that you are not alone in the search process.
- ❖ Take breaks. Applying to internships and jobs can be frustrating and overwhelming. You must realize you are able to get an internship or job by harnessing your unique traits and skills.
- ❖ Read thoughtful blogs on the job search and work. These can offer amazing insights – that can help you understand what is going on through the recruiters mind. Some helpful ones:

[The New York Times, “In Choosing a Job, Focus on the Fun”](http://nyti.ms/2nKyXJf) (<http://nyti.ms/2nKyXJf>)

[The New York Times, “Don’t Quit Social Media. Put it to Work for Your Career Instead”](http://nyti.ms/2lyN9W4)  
(<http://nyti.ms/2lyN9W4>)

[The Atlantic, “Job Advice: Just Be Cool”](http://theatlantic.com/2016/07/job-advice-just-be-cool/) (<http://theatlantic.com/2016/07/job-advice-just-be-cool/>)

## Internship Application Tips

- ❖ Use all the resources available (Career Services in particular) to review your documents and practice for interviews.
- ❖ Format of your resume matters – it must look polished and well balanced.
- ❖ Use the “keywords” from the job description in your resume and cover letter, word for word preferably. Also, in the cover letter show how the company/organization fits in with your future career goals, do not just reiterate your resume.
- ❖ Have multiple resumes ready for different intern positions. A resume for a survey intern would emphasize quantitative research projects and a resume for a community outreach intern would emphasize campus leadership roles.
- ❖ You must tailor your resume to each internship or job posting. This is exhausting but due to the digital age that we live in – your foot in the door for an interview is the computer system that picks up the keywords the position is looking for – this is the same advice for cover letters.
- ❖ Ask someone to check your resume for spelling errors or grammar mistakes. This can be a flag to recruiters and employers – especially if you are looking into an internship or job that is writing intensive.
- ❖ Contact the internship coordinator or someone in the company/organization and ask about the intern position, the company or organization's history, what they do, what projects they are currently working on, and what a typical day working for them is like, this shows them you are interested in the company/organization and leaves a good impression.
- ❖ One of the best ways to receive potential internship or job opportunities and offers is to follow-up. Use the “looping back” method. If you have applied to a position, go out of your way to find the email of the recruiter or head of the office or department to let them know you applied. You will be surprised at how many recruiters do respond.
- ❖ Try reaching out to the Chief of Staff or head of the office that posted the job. /you can try to guess their email – it is usually First.LastName@agency.gov. It actually works to send a cold email!
- ❖ Have a document of questions you are most likely to be asked and prepare answers for them. Behavioral questions tend to be the same in all interviews; it will help you feel more prepared.
- ❖ You should practice your interview skills. Practice the art of interviewing with someone you do not really know – as that will be the case when you interview for internships and jobs. Furthermore, practicing video chat interviews is handy as well.
- ❖ Always send a thank-you email after an interview; it goes a long way in showing you are both interested and thankful for the opportunity.