



FINDING AN INTERNSHIP: HOW TO GET STARTED

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The BIG Question...

**“Employers always ask for experience,
but how am I supposed to get
experience if no one will hire me?”**

The ANSWER...



INTERNSHIPS!

**Internship
Opportunities
are KEY to
Gaining
Experience!**



What is an Internship?



Internships

- ◆ Pre-professional work experiences that provide students (or recent graduates) with the opportunity to gain experience in a particular career field, usually related to the students' major or career interests.
- ◆ Ideally, students receive close supervision, guidance, and mentoring by a professional at the work site.
- ◆ Learning should be intentional – students should have specific goals and objectives outlined.



Benefits of Doing an Internship

| | | |
|-----------------------|--------------------------|--------------------------|
| Real World Experience | Networking | Developing Relationships |
| Career Exploration | Developing Skills | Professional Development |
| Academic Credit | Future Job Opportunities | Identifying a Mentor(s) |

“Where Do I Begin?”

- ◆ Register with SpartanTrak!
<http://csc.dept.uncg.edu>
- ◆ Register with BryanTrak
- ◆ Assess yourself
- ◆ Identify the purpose
- ◆ Set your goals
- ◆ Explore & research opportunities
- ◆ Students should plan to take an active role in their search for an internship





Assess Yourself!

- ◆ Strengths/Talents
- ◆ Interests
- ◆ Values
- ◆ Limitations

What can you contribute?



KEY SKILLS

- ◆ Communication
- ◆ Interpersonal
- ◆ Teamwork
- ◆ Decision-making
- ◆ Problem solving
- ◆ Technical
- ◆ Leadership
- ◆ Organization
- ◆ Detail oriented
- ◆ Professionalism
- ◆ Career/industry specific





Identify the Purpose


- ◆ Why are you interested in doing an internship?
- ◆ What do you hope to gain from doing an internship?
- ◆ What can you contribute to an internship – skills, talents, knowledge, etc.?

Establish some sort of direction & focus!



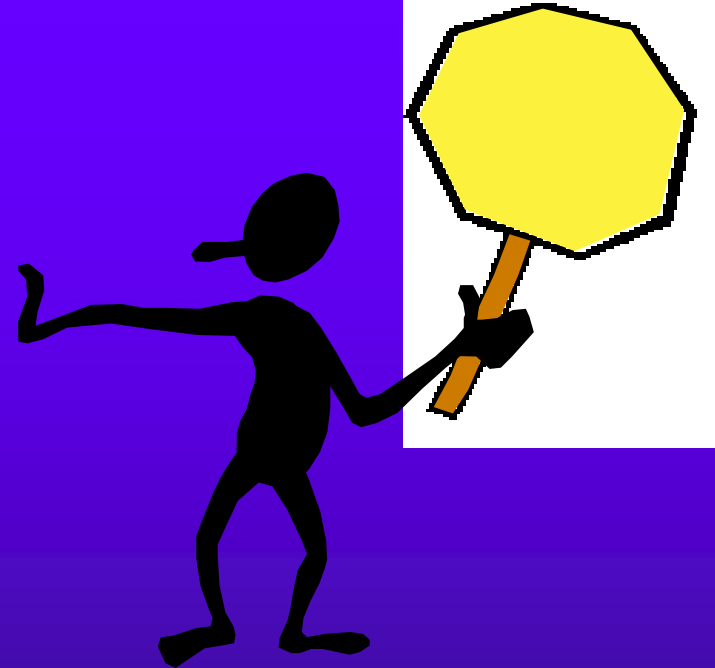
Set Your Goals

- ◆ What do you want to learn about a particular industry/field/company?
- ◆ How will you apply classroom theory to real-life situations?
- ◆ What work functions do you want learn about?
- ◆ What are some job specific tasks you want to take part in?
- ◆ What do you want to learn about the company culture?
- ◆ What career related skills do you want to learn/strengthen?



Things to Consider

- ◆ Paid vs. unpaid
- ◆ Credit vs. non-credit
- ◆ Time of year
- ◆ Location
- ◆ Housing
- ◆ Part-time vs. Full-time




Note: Internships for MBA and MSITM students are typically during the summer. Fortune 500 companies typically begin recruiting for summer internships as early as August/September. Local companies (Triad/Triangle) and other smaller companies recruit interns on an as-needed basis. Recruiting for summer internships with these companies typically begins in February/March. Students can participate in internships during the fall & spring semesters, too, if they prefer. Please keep in mind that little to no on-campus recruiting is done for internships.



Locating an Internship is Like Detective Work!

- ◆ Family & friends
- ◆ Professors & classmates
- ◆ Career Counselors
- ◆ Faculty
- ◆ Informational Interviews
- ◆ Professional association/organization websites
- ◆ Company websites
- ◆ UNCG Career Services website
<http://csc.dept.uncg.edu>
- ◆ Career Fairs
- ◆ Career related events
- ◆ Printed resources
- ◆ Chamber of Commerce web sites
- ◆ Google search

Network with anyone and everyone!



Research Employers, Industries, Career Fields, etc.

- ◆ Vault
http://www.vault.com/cb/careerlib/careerlib_main.jsp?parrefer=1055
- ◆ CareerSearch
<http://www.careersearch.net/v2/client>
- ◆ Jackson Library Online Resources
<http://library.uncg.edu>
- ◆ America's Career InfoNet
<http://www.acinet.org>
- ◆ WetFeet
<http://www.wetfeet.com>
- ◆ The Riley Guide
<http://www.rileyguide.com>
- ◆ Local, regional, nationwide publications
- ◆ Publications in the University Career Services Resource Library (!3 EUC)



Next Steps?

- ◆ Narrow down your options
- ◆ Continue to research employers
- ◆ Develop (or update) your resume
- ◆ Begin creating cover letters
- ◆ Practice your interviewing skills
- ◆ Start sending out those resumes!



Resume Tips for How to Grab Their Attention

- ◆ Brainstorm first, then write your resume.
- ◆ Think of your resume as a “Marketing Tool”!
- ◆ Tailor to each position
- ◆ Think of “Experience” in broad terms – volunteering, part-time jobs, full-time jobs, involvement in clubs/organizations on-campus or in the community, etc.
- ◆ Include complete contact information (name, phone, e-mail, address)
- ◆ Use headings, bullets, and bold lettering to highlight important information
- ◆ Keep your resume to one page (in most cases)
- ◆ Use an objective or summary section to give your resume focus & direction



Resume Tips (con't.)

- ◆ Focus on what you can contribute, based on what you know about the position/employer
- ◆ Emphasize your strengths & skills through past experiences
- ◆ Demonstrate knowledge you have related to the position through coursework, class projects, etc.
- ◆ Make sure it's up-to-date
- ◆ Emphasize accomplishments, contributions, skills, etc. rather than job duties
- ◆ Make sure it's neat, organized, consistent, and easy to read
- ◆ **No errors allowed!!**
- ◆ **Always have someone proofread your resume!!**



How to “WOW” Them in an Interview

- ◆ Before the interview, get some practice
- ◆ Research the organization
- ◆ Be able to articulate why you’re interested in *their* company & *this* internship
- ◆ Be able to articulate your skills, experiences, etc. related to the position
- ◆ Be able to tell them how you will be able to contribute
- ◆ Prepare questions to ask
- ◆ Bring samples of your work
- ◆ Dress and act professionally!
- ◆ Be confident!
- ◆ Afterwards, send a thank you note & follow-up



How to Get the Most Out of an Internship

- ◆ Know the Purpose: Why am I doing this internship?
- ◆ Know what you can offer the employer
- ◆ Set expectations for yourself & know the employers expectations
- ◆ Challenge yourself
- ◆ Work with a “good” supervisor
- ◆ Listen
- ◆ Ask questions
- ◆ Take initiative
- ◆ Be willing to learn & be enthusiastic!



How to Make a Good Impression

- ◆ Accept constructive criticism
- ◆ Stay out of office politics
- ◆ Address problems immediately if/when they arise
- ◆ Be willing to go the extra mile
- ◆ Remember the names of the people you meet
- ◆ Treat everyone with respect
- ◆ Dress appropriately for the job/company

“Don’ts”

- ◆ Don’t feel like you are “too good” for some tasks
- ◆ Don’t complain
- ◆ Don’t arrive late
- ◆ Don’t get too personal with boss/co-workers
- ◆ Don’t use inappropriate language
- ◆ Don’t be on the phone or on the internet for personal reasons



Other Ways to Gain Experience

- ◆ Part-time/full-time/summer jobs
- ◆ Volunteer work
 - Contact the Office of Leadership & Service Learning for information on volunteer opportunities
 - Phone: 336-256-0539; E-mail: lead@uncg.edu
- ◆ Involvement in clubs/organizations
 - Contact the Office of Student Life for more information
 - Phone: 336-334-5800; E-mail: studentlife@uncg.edu
- ◆ Job shadowing
- ◆ Informational interviews

Every Experience Can Be A Learning Experience!

The Rewards

- ◆ Your internship may unlock the door to future career opportunities!
- ◆ Your internship will give you the opportunity to combine your classroom knowledge with “real world” experience!





Don't Forget...

**You're not only
representing yourself, but
the Bryan School
and UNCG.**



Questions?

- ◆ If you are an MBA, MSITM, Post-Bac, or Post-Masters student interested in learning more about internship opportunities, please contact:
 - Darlene Broadhurst, Director of Bryan Internship Programs
debroadh@uncg.edu – 256-0390
- ◆ If you are an undergraduate Bryan student or in a Bryan graduate program not listed above, and you are interested in learning more about internship opportunities, please contact one of the following people to schedule an appointment:
 - Leslie Nguyen, Bryan School Career Counselor
ldnguyen@uncg.edu – 256-0223
 - Brett Woodard, Assistant Director for Internships
bjwoodar@uncg.edu – 334-3463



THANK YOU

And

Good Luck!