

# INTERNSHIP SEARCH STRATEGY

Internships are a great way to try out a career field with minimal commitment. You will also gain professional experience and a competitive edge when you begin applying for jobs and graduate school. Internships look great on a résumé! Looking for an internship is much like looking for a job. It is good practice and will increase your savvy in the job search process before graduation. You will also begin to build a network of professional contacts within an organization and/or industry that will be helpful when looking for a job in the future.

## GETTING STARTED IN YOUR SEARCH

### MAKE DECISIONS.

Decide on things like: What industry? What geographic location? Do I need to get paid? What skills do I want to develop? Do I want a summer or school year internship?

### COLLECT YOUR TOOLS AND PREPARE.

Prepare your resume, cover letter, recommendations, references, etc.

### UTILIZE YOUR RESOURCES.

Tulane is part of a consortium with other universities all over the country that post their internship opportunities online in our UCAN database. There are thousands of opportunities available to you through this database. Be sure to take a look at the professional organizations' websites in the industry that you are considering. (Check out the What Can I Do...pages to find links to these organizations.) There are often internship postings available on these sites as well.

### DO YOUR HOMEWORK.

Find out the specifics on the opportunities

### ATTEND CAREER SERVICES EVENTS.

Participate in on-campus events, information sessions, and career fairs

### NETWORK, NETWORK, NETWORK!

Check with your professors or within the academic department to find internships. Ask your family, friends, friends of your family, your friends' family, and on, and on. The more people you talk to, the more opportunities you may uncover.

## HELPFUL HINTS

- The earlier you begin looking, the MORE opportunities you will uncover and the FEWER deadlines you will miss.
- There may be less competition for semester internships than summer because summer is more convenient for most college students.
- Set your expectations for an internship and plan your search to find the best match for you!

Once you complete your internship, take time to reflect on the experience. Think about what you liked, and what you didn't like about the experience. Knowing that you don't want to do a certain job is just as valuable as knowing what you do want to do! Remember to add the experience to your résumé. Be sure to keep in touch with your mentor and professional contacts that you've made during your internship. These people can be valuable contacts and resources for you to use in the future for career advice, or even when you begin looking for a job.