

## Six Steps to Finding an Internship

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### Step 1 - Know yourself and know what you are looking for

Consider these key questions as you get started:

- What are your skills and interests?
- What are your academic and career goals?
- What kind of experience do you want?
- Why do you want an internship?
- What do you hope to gain from it?

Once you develop some clear goals regarding the kind of experience you want, you can target the organizations that will provide you with this experience.

### Step 2 - Get organized and put together a plan

Finding an internship, then applying and interviewing for the position will take time, and you will probably apply to more than one to increase your chances for success. Start early and be aware of application deadlines.

### Step 3 - Get your application materials ready

Be sure your resume is updated and highlights the skills and experience that make you a competitive candidate. Customize your cover letter to the internship you are applying for.

### Step 4 - Research the possibilities

Research organizations with possible internships. The Simmons Library website "Career Resources" section has links to numerous websites that provide information about internship possibilities. Get started by visiting the "Internship Career Guide". You can also check the websites of specific companies or organizations for internships.

Remember, research doesn't end on the Internet. Talk with people! Consult your family and friends, as well as your professors, classmates and alumnae/i. Almost everyone knows at least one person who has done an internship so you never know where a conversation about internship possibilities will lead. Networking can often help you find a great opportunity.

### Step 5 - Create your own internship

Are you interested in a company or organization that doesn't appear to have an internship program? Take the initiative and create your own. Follow the steps outlined above and then contact the potential hiring manager with a letter expressing your interest and background and offer your services as an intern. Be sure to follow up with a phone call.

### Step 6 - Apply!

Be sure you read the application carefully and provide the information required. Your correspondence should be professional and well written. Don't forget to follow up with a phone call. If you find you missed the deadline, or were not selected this semester, apply for the next term. Polite persistence pays off.

**For more information**

For all of the above steps be sure to visit the CEC website ([www.simmons.edu/cec](http://www.simmons.edu/cec)), especially the “Career Toolkit”, for further information and resources to assist you. The Career Resources section of the Simmons Library website (<http://simmons.edu/library/resources/career-resources.php>) also includes multiple pages with information, links to internship listings and sites, and other useful tools specifically on internships.