

A GUIDE TO FINDING AN INTERNSHIP

Before you dive into your internship search, take a moment to reflect on your career goals and/or what you hope to obtain from an internship experience.

- What industry (IE: accounting, human services, computer engineering) are you interested in?
- What skills do you want to develop?
 - Once you have a clear understanding of your goals, you can start tailoring your internship search.
- What kind of work environment do you prefer?
- What are your long-term career goals?

LEVERAGING ONLINE RESOURCES

CCRI CAREER SERVICES WEBSITE <https://www.ccri.edu/careerservices/>

- **Services for Students:** The Career Services office offers career counseling, job search assistance, and internship assistance to help students prepare for their careers.
- **Events and Resources:** The Career Services website also provides information on upcoming career fairs, workshops, and other events for students. Additionally, we offer resources to help with resumes, cover letters, and interviewing tips.
- **1:1 Meetings:** Email careerservices@ccri.edu to start the conversation or schedule a meeting via Starfish to meet with a staff member

HANDSHAKE <https://ccri.joinhandshake.com/edu>

- **Create a Strong Profile:** Ensure your profile is up-to-date and highlights your skills, experiences, and academic achievements.
- **Search for Internships:** Use the platform's powerful search filters to find internships based on industry, location, and specific keywords.
- **Attend Events:** Participate in webinars, workshops, and career fairs hosted by Handshake and employers
- **Network with Professionals:** Connect with alumni and recruiters on the platform.

INDEED (AND SIMILAR JOB SEARCH ENGINES) <https://www.indeed.com/>

- **Utilize Keyword Search:** Use relevant keywords like "internship," your desired industry, and specific job titles to refine your search.
- **Set Up Job Alerts:** Receive notifications for new internships that match your criteria.
- **Read Company Reviews:** Gain insights into company culture and work environment.
- **Apply Directly:** Most internships on Indeed allow you to apply directly through the platform or have direct links to company HR pages.

LINKEDIN www.linkedin.com

- **Optimize Your Profile:** Create a professional profile that highlights your skills, experiences, and education.
- **Connect with Professionals:** Build relationships with industry professionals, alumni, and recruiters.
- **Join Relevant Groups:** Participate in groups to stay updated on the latest trends and opportunities.
- **Use LinkedIn's Job Search Feature:** Filter internships based on your preferences such as industry, location, and company size.

ADDITIONAL TIPS FOR A SUCCESSFUL INTERNSHIP SEARCH:

- **Network:** Reach out to family, friends, and professors for potential internship leads.
- **Tailor Your Resume and Cover Letter:** Customize your documents for each internship application, highlighting relevant skills and experiences. **(Career Services can help!)**
- **Practice Interviewing:** Prepare for common interview questions and practice your responses. **(Career Services can help!)**
- **Follow Up:** Send thank-you notes after interviews and follow up to express your continued interest.
- **Be Persistent:** The internship search process can be competitive, so don't get discouraged. Keep applying and networking until you find the right opportunity. Finding a full time job is a full time job – the same can be said for your internship search!