

Take the fast lane toward your career goals with internships!

## Reasons to Get an Internship

- Test drive different career options
- Gain hands on experience
- Apply your coursework knowledge to the “real world”
- Build a professional network
- Increase your marketability for future jobs and grad school

## How to Land an Internship

- **Research your career interests.** Narrow your career interests before you begin your internship search in order to target internships based on your major or career goals. There are a multitude of internships and they vary greatly for every career field.
- **Seek internship advice.** Stop by the UCI Division of Career Pathways during Drop-In Advising hours (Monday – Friday, 11 AM – 3 PM during the academic year) or make an individual appointment with a counselor to discuss your personal career goals, ask specific internship questions, and develop an action plan to start your internship search.
- **Begin the internship search.** Utilize a variety of methods and resources to help you with your internship search.
- **Prepare to apply.** Research the requirements and the application process for every internship you want to apply for because these may vary. You will most likely need to create a tailored resume and cover letter.
- **Practice your interviewing skills.** Participate in a one-on-one practice interview and receive feedback from a trained professional to help you improve your chances of landing the internship.



### *Internship Questions?*

If you have internship questions, schedule an appointment with our internship coordinator or a career counselor on Handshake.

## Internship Search

- Handshake Job & Internship Listings
- On-Campus Interview (OCI) Program
- Career Fairs
- Networking
- Company Websites
- Internship Search Engines
- Division of Career Pathways Internships
- UCI Internship Programs

## Maximize Your Internship

Make sure the internship is project-based and you are obtaining meaningful work experience. Deliver high quality work and strive to exceed expectations. Develop mentor relationships with professionals across the organization. Take the initiative to seek additional responsibilities when you have completed your work. Maintain your network after the internship is over for future referrals and letters of recommendation.

## Evaluating an Internship

1. Does the internship have a defined beginning and end? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is the supervisor experienced in the area in which you are working? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Is there a clear learning component(s) to the internship? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Are the skills you will gain applicable to future employment? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Will the resources necessary for the internship be provided by the organization? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Is there a feedback / evaluation process? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Is the internship paid? Yes \_\_\_\_\_ No \_\_\_\_\_
8. If unpaid, does the company have at least one person in a full-time role similar to your internship? Yes \_\_\_\_\_ No \_\_\_\_\_

*If you answered no to any of the questions above, take a moment to think about how valuable this component is to you. If you are unsure, internship advising is a good place to get additional information and insights.*

## Division of Career Pathways Internship Programs

**UCDC Internship Program** - A summer internship program that allows you to live, learn, and intern in our nation's capital. Learn more at <http://www.ucdc.uci.edu>.

**Sacramento Internship Program** - A summer internship program that offers career-related internship opportunities in public service, while providing a UCI presence in the state capital. For more information, go to <http://www.statecap.uci.edu>.

**Peer Consultant Internship Program** – An academic year long internship program where students help fellow students with their career, resume, interviewing, job search, academic major, and graduate school concerns through one-on-one drop-in advising. For more information, go to <http://career.uci.edu>.

## UCI Internship Programs

You can learn more about the internship programs available at UCI by visiting <http://career.uci.edu/students/undergraduate/find-an-internship/uci-internship-programs/>