

# How to Get an Internship



# Assessing Your Internship Knowledge

# The Process

- Not always straight forward
  - Treat it as a job so make time for the process
  - Break it down by doing something every day
- 



# Preparation

## Focus your search

- What type of internship are you looking for?
- Is there a specific company that you want to intern for? Create a target list
- Is there a specific geographic location?

# Preparation

- Resume
- Cover Letter
- List of References vs Letter of Recommendations
- Interview preparation

# How Employers Fill Positions

- Advertisements: Company website, Online job boards such as Handshake
- Internal Postings: Employees who work at the company
- Referrals: Networking
- Social Media: LinkedIn, Facebook
- Job Fairs: Local and DCP hosted Career Fairs
- Employment Agencies

# Research

- Top companies/organizations in your field of interest – use LinkedIn, Vault.com, Buzzfile, Company Website, Glassdoor.com, etc.
- Job Market, Trends, Training, Education:
  - O-Net – [www.onetonline.org](http://www.onetonline.org)
  - Occupational Outlook Handbook-  
<https://www.bls.gov/ooh/>
- Salary: Glassdoor.com, Salary.com

# Networking

- Social Media ([LinkedIn](#), [Anteater Network](#), etc)
- People you know
- [Professional Associations](#) – look under “More Info” tab for each occupation
- Career Discovery Series - Winter Quarter
- [Informational interviews](#)
- [BuzzFile](#)

Only 10% - 20% of jobs are ever published – which means 80% to 90% of jobs remain hidden in the job market



# Internship Listings

- [Handshake](#) - UCI's Job Board for Students
- Company websites
- [LinkedIn](#) + see any connections who work there
- Niche Job Boards. For example: [Idealist.org](#)
- Going Global (via Handshake) – international
- UCI Internship Programs: UCDC, UCI Career Center Peer Educators, other Peer Programs

# Before Accepting an Offer

- Ask companies for time to consider before making a decision
- Avoid accepting the offer immediately
- Have open communication when interviewing with multiple employers
- Do not begin negotiations until you are ready to accept. Once you enter into negotiations, the company will expect you to accept the offer once you have agreed on the terms.
- Once you accept an offer, you have made a **commitment** to work for that company and you should **STOP** interviewing at other companies

# Ethical Considerations

- Consider **your professional brand** - network of professionals in the industry can be small
- Consider **your peers** to lose future recruiting opportunities
- Consider **alumni** who may have advocated for their companies to recruit at UCI
- Consider **UCI** as no longer a target school for companies

# Remember to...

- Research the employer
- Tailor your resume/cover letter to the internship description
- Keep track of who you've sent what and when
- Follow-up with employers
- Dress appropriately when meeting new contacts

# And remember...

- Start early
- Focus your search
- Be persistent/proactive, follow-up with employers
- Assemble a support system and stay positive

# For Additional Support

- Resources on DCP website: [www.career.uci.edu](http://www.career.uci.edu)
- **Virtual Career Planning Appointments:** 30-minute appointments to discuss career exploration, job/internship search, graduate school planning, etc. Book in [Handshake](#)