Steps to Find an Internship

REFLECTION - Knowing what I want to learn and how to make it happen.

- Ask the questions:
  - Do I need this internship for credit?
  - Do I need to be paid for this internship?
  - When do I want to do this?
  - What geographic location do I want to be in?
- Consider contacting the Counseling Center to take a vocational interest or personality assessment
- Conduct a career/vocational investigation
- Ask questions of the people who know your strengths and weaknesses

RESEARCH - Educating myself on the possibilities

- Take advantage of Gonzaga’s Career Services – find out what is possible and where to search
- Talk to your parents, professors, mentors – get connected to a network of opportunities
- Understand how internships differ:
  - For experience or for credit
  - Paid or Unpaid
  - International
  - Government Agency
  - For-profit or Non-profit organizations
- Use the Internet:
  - Create a profile on ZagTrax (www.zagtrax.net)
  - Conduct Google searches in your field of interest, location
  - Use Social Media to make connections (LinkedIn, Twitter, and Facebook)
  - Survey internship sites designed just for college students
  - Inquire about reciprocity services with 27 other Jesuit universities
  - Look beyond the label; consider lesser known organizations or companies

READINESS - Get equipped with a plan and a tool kit

- Create a strategy, get organized, and begin early
- Give yourself time for the search and application process, and identify what you will need
- Utilize existing resources! The Career Center & GAMP offer a wide variety of services:
  - Workshops, trainings, events, career and internship fairs
  - Appointments for individual help
  - Resource, literature, networking opportunities
- Update your resume and cover letter! Make sure it is complete, tailored to the internship, and represents the best in you
- Network and communicate:
  - Register with GAMP for a mentor and begin a conversation
  - Locate professionals in our field and hold an informational interview
  - Write a letter or construct a proposal
  - Make a call
- Follow up! Write a thank you note or make a call