Today’s Agenda:

- Getting Started
- Searching for Internships
- Preparing Your Application
- Interviewing
- Accepting an Offer

Has anyone already completed an internship?
Step 1: Getting Started
What are you hoping to gain from your internship experience?
What we Gain:

- Gain experience in a given *industry, company, and job position*
- Develop new *skills*
- Familiarize yourself with a *professional working environment*
- Learn from working professionals, *gain mentors*, and *expand your network*
- Influence future *career decisions* (did we like our internship or not?)
Strive for an *Intentional* and *Strategic* Internship Search
Focus your Search:

- What *industry* do you want to work in?
- What type of *position* are you looking for?
- What *company* are you hoping to work for?
- What *skills* are you hoping to gain?
The Process

Not always straightforward and looks different for each student!

1. Searching for Internships
2. Submitting Your Application
3. Interviewing
4. Accepting An Offer
For International Students:

- Learn about CPT
  
  - Visit the UCI International Center Website:
    
    https://ic.uci.edu/students/currentStudents/employment/curricular-practical-training.php
  
- I-STEPS International Career Course
Step 2: Searching for Opportunities
Option 1: Utilizing Job Boards

- Handshake
- LinkedIn
- Indeed

**Niche Job Boards**
- Idealist.org (non-profit); HigherEdJobs.com (Higher Ed); USA Jobs (government);
- Check out: [https://career.uci.edu/industry-career-resources/](https://career.uci.edu/industry-career-resources/)
- Check your Professional Organization’s Website for more specific career advice

*Make sure to update your Handshake and LinkedIn profile!*
Option 1: Utilizing Job Boards – Prof Organizations

Visit: Bls.gov/ooh/
Option 2: Attending DCP Recruiting Events

- **Virtual & In Person Career Fairs** in Fall, Winter and Spring
- **Employer Information Sessions** (Check Handshake under “Events”)
- **Respond to messages** of interest from recruiters
Option 3: Finding Internship “Programs”

Advantages to an Internship Program:

- Longer history, well-organized, stronger reputation within the field
- Clear tasks for interns, typically paid/stipend
- Additional mentoring and career support
Option 4: Searching by Company Name

Step 1:
- Familiarize yourself with the top companies in your field
- Familiarize yourself with local companies in your field

Step 2:
- Find the company’s website
- Look for a “Careers” or “About Us” page
Option 4: Searching by Company Name
Dear ___,

My name is _____ and I am a second-year student at UC Irvine studying Computer Science. I am reaching out to see if you have any opportunities for undergraduate students at (name of organization) for this upcoming summer. I am very interested in pursuing careers in ____ after graduation, and I am looking to gain experience with _____. I am open to any internship or volunteer opportunities.

I am attaching my resume for your reference.

Thank you for considering my request and I look forward to hearing from you!
Option 5: Utilizing your Network

- Tell your friends/family/alumni/mentors you are currently looking for internships

- Research where other UCI Alum interned as a student
  - Browse alumni profiles on LinkedIn or Ant Net
  - Or, set up a conversation with an alumni
Keep Track of your Search!

![Excel Spreadsheet](Image)

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**UCI Division of Career Pathways**
Step 3: Prepare Your Application
Prepare Your Application

● Update or Create Your Resume
● Draft a Cover Letter
● Assemble a list of references

Drop-Ins at DCP: Monday - Wednesday, 12:00pm - 2:00pm

More resources available at www.career.uci
Resume Overview

Contact

Education

Skills, i.e. language skills, computer skills

Experience:
- Work Experience
- Leadership
- Experience
- Volunteer Work
- Internships
- Activities
- Athletics
Cover Letter

Format
- Your Address
- Date
- Employer’s Address
- Specific Person

Content
- Why are you writing
- How did you hear
- Match you to them
- Follow Up
- Signature
Apply and Hit Submit!

Try to apply widely to increase your chances