UCI Division of Career Pathways

How to Land an Internship

Presenter: Allison Keller

Today's Agenda:

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

Has anyone already completed an internship?

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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**

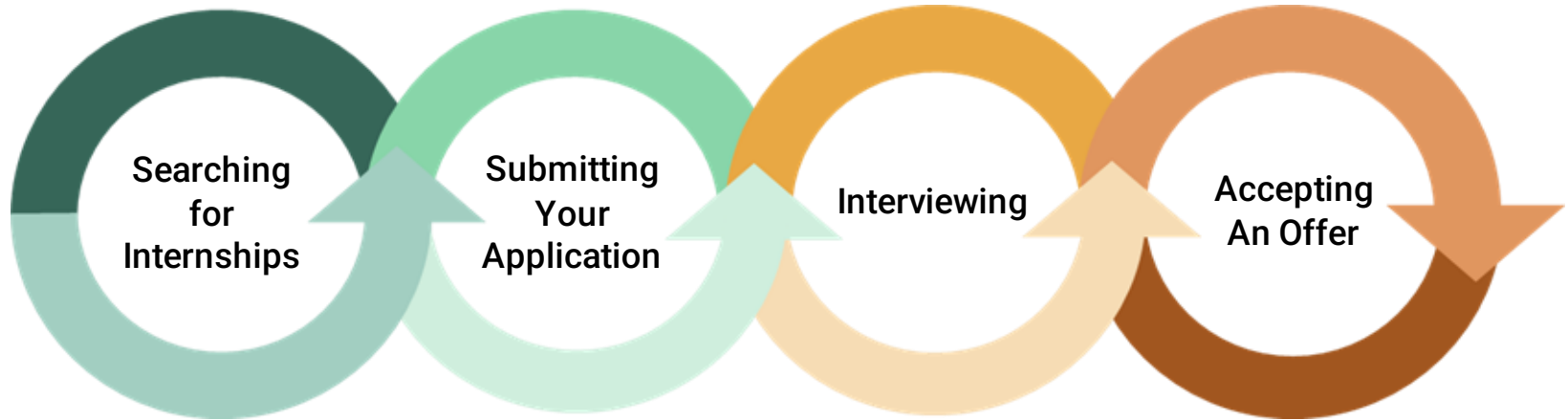- Influence future **career decisions** (did we like our internship or not?)

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!

Searching for Internships → Submitting Your Application → Interviewing → Accepting An Offer

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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

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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/

  - Check your Professional Organization's Website for more specific career advice

Make sure to update your Handshake and LinkedIn profile!

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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

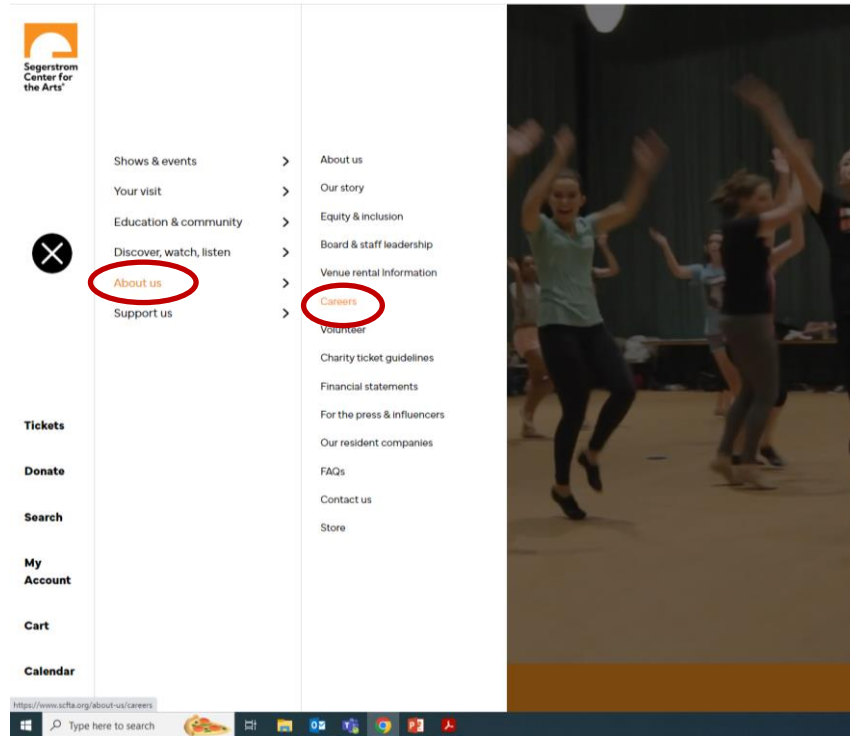# Option 4: Searching by Company Name

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

Option 5: Building Your Own Internship

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.
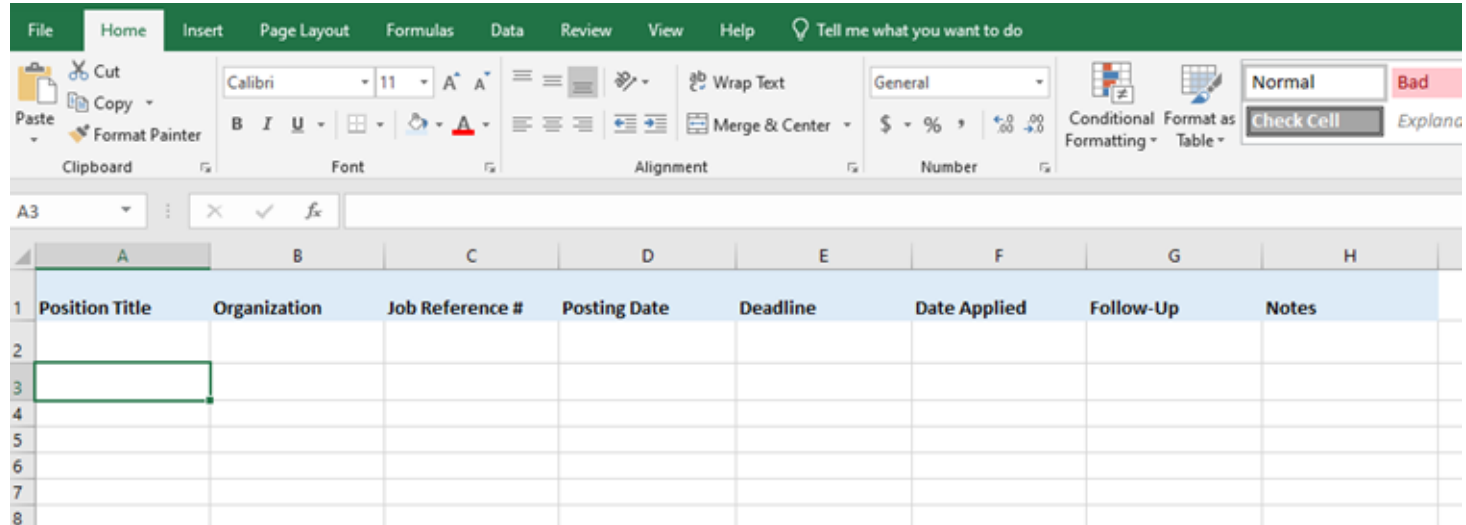
Thank you for considering my request and I look forward to hearing from you!

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

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Keep Track of your Search!

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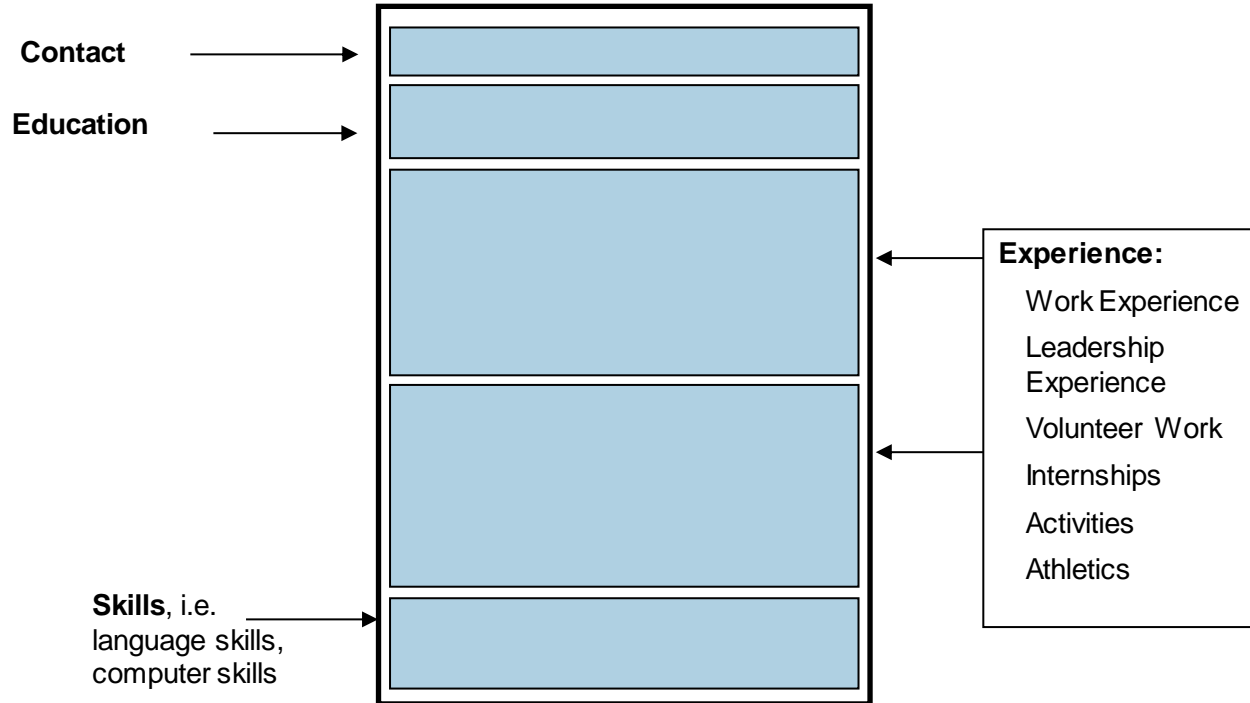# Step 3: Prepare Your Application

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

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Resume Overview

Contact →

Education →

Experience:
Work Experience
Leadership Experience
Volunteer Work
Internships
Activities
Athletics

Skills, i.e. language skills, computer skills →

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Cover Letter

Format

Content

Your Address

Date

Employer's Address

Specific Person

Why are you writing

How did you hear

Match you to them

Follow Up

Signature

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Apply and Hit Submit!

Try to apply widely to increase your chances

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