

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?*

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?)

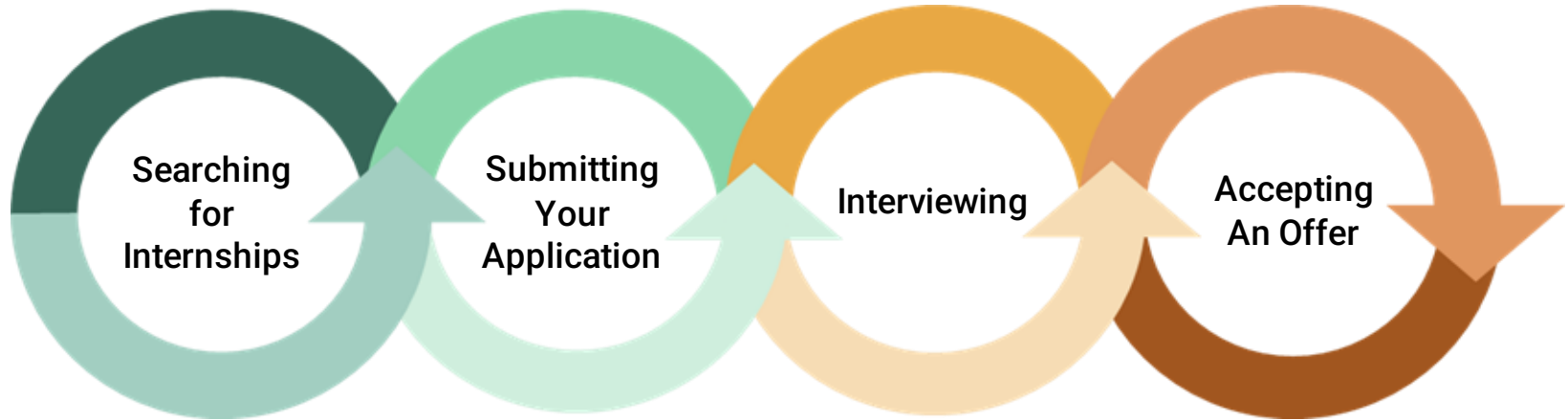
Strive for an *Intentional and Strategic* Internship Search

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!



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/>
 - 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/](https://bls.gov/ooh/)

The screenshot shows the U.S. Bureau of Labor Statistics website. At the top, the BLS logo and name are visible, along with a search bar and links to 'Follow Us', 'Release Calendar', and 'Blog'. A blue navigation bar contains links for 'HOME', 'SUBJECTS', 'DATA TOOLS', 'PUBLICATIONS', 'ECONOMIC RELEASES', 'CLASSROOM', and 'BETA'. Below this, a breadcrumb trail reads 'Bureau of Labor Statistics > Publications > Occupational Outlook Handbook > Media and Communication'. The main content area is titled 'OCCUPATIONAL OUTLOOK HANDBOOK' and includes a search bar. Below the title, a row of tabs is visible: 'Summary', 'What They Do', 'Work Environment', 'How to Become One', 'Pay', 'Job Outlook', 'State & Area Data', 'Similar Occupations', and 'More Info'. The 'More Info' tab is circled in red. The page content includes a section titled 'Contacts for More Information' with links to various professional organizations, a section for the 'Occupational Requirements Survey', and a 'SUGGESTED CITATION' at the bottom.

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Bureau of Labor Statistics > Publications > Occupational Outlook Handbook > Media and Communication

OOH HOME | OCCUPATION FINDER | OOH FAQ | HOW TO FIND A JOB | A-Z INDEX | OOH SITE MAP

Search Handbook Go

OCCUPATIONAL OUTLOOK HANDBOOK

Editors

Summary | What They Do | Work Environment | How to Become One | Pay | Job Outlook | State & Area Data | Similar Occupations | **More Info**

Contacts for More Information

For more information about editors, visit

[American Copy Editors Society](#)

[American Society of Magazine Editors](#)

[Association of Alternative Newsmedia](#)

[Radio Television Digital News Association](#)

Occupational Requirements Survey

For a profile highlighting selected BLS data on occupational requirements, see

[Editors \(PDF\)](#)

O*NET

[Editors](#)

[Similar Occupations](#)

SUGGESTED CITATION:
Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Editors,
at <https://www.bls.gov/ooh/media-and-communication/editors.htm> (visited January 18, 2023).

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

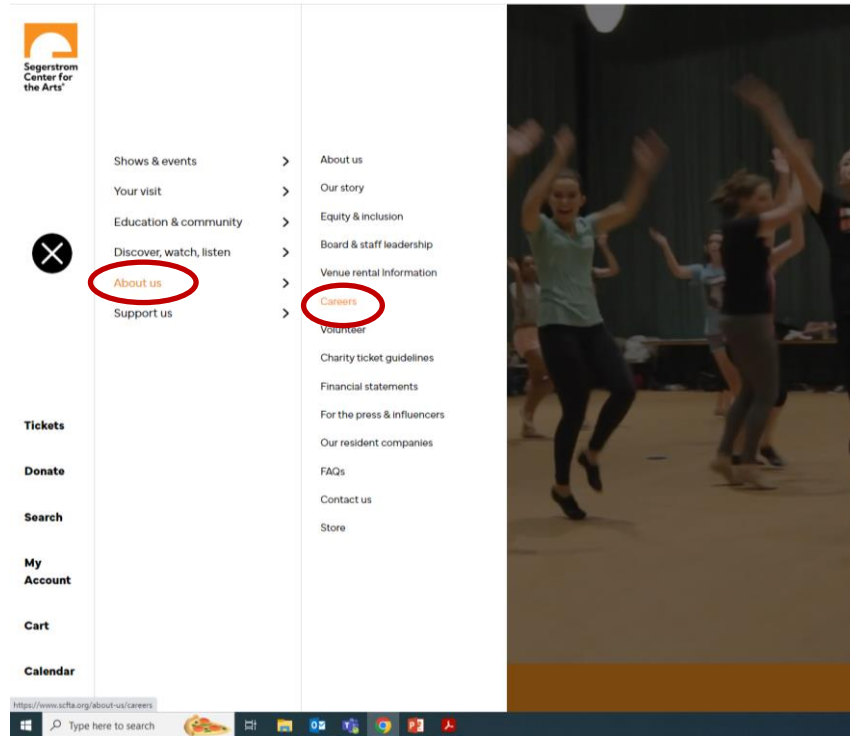
Step 1:

- 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.

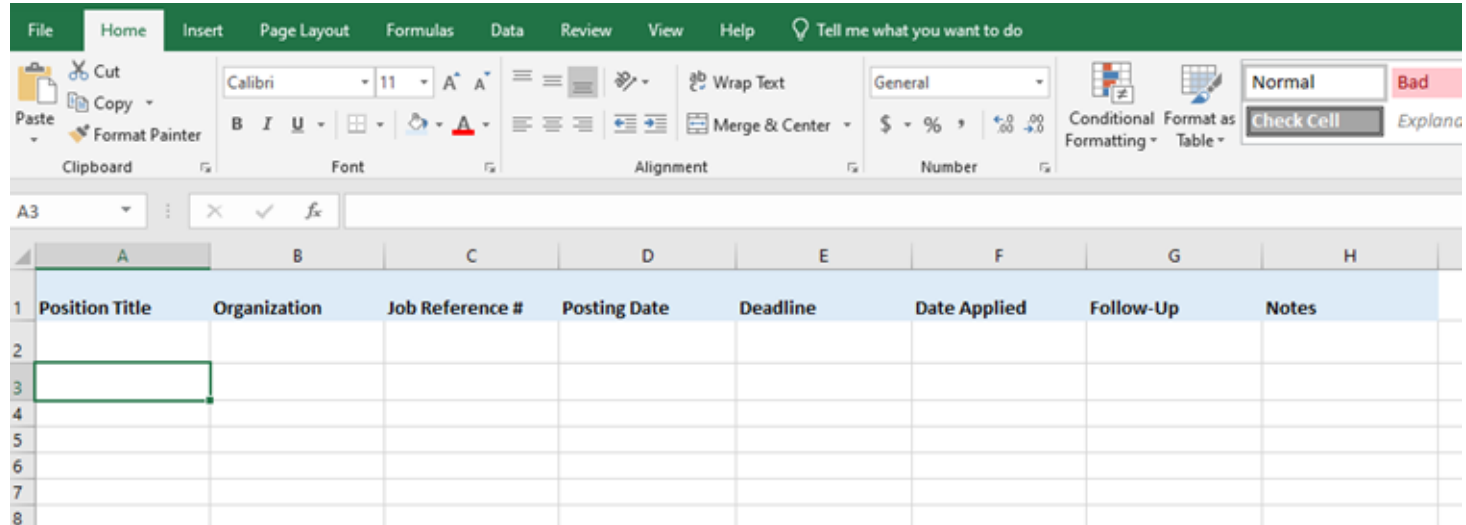
I am attaching my resume for your reference.

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

Keep Track of your Search!



Step 3: Prepare Your Application

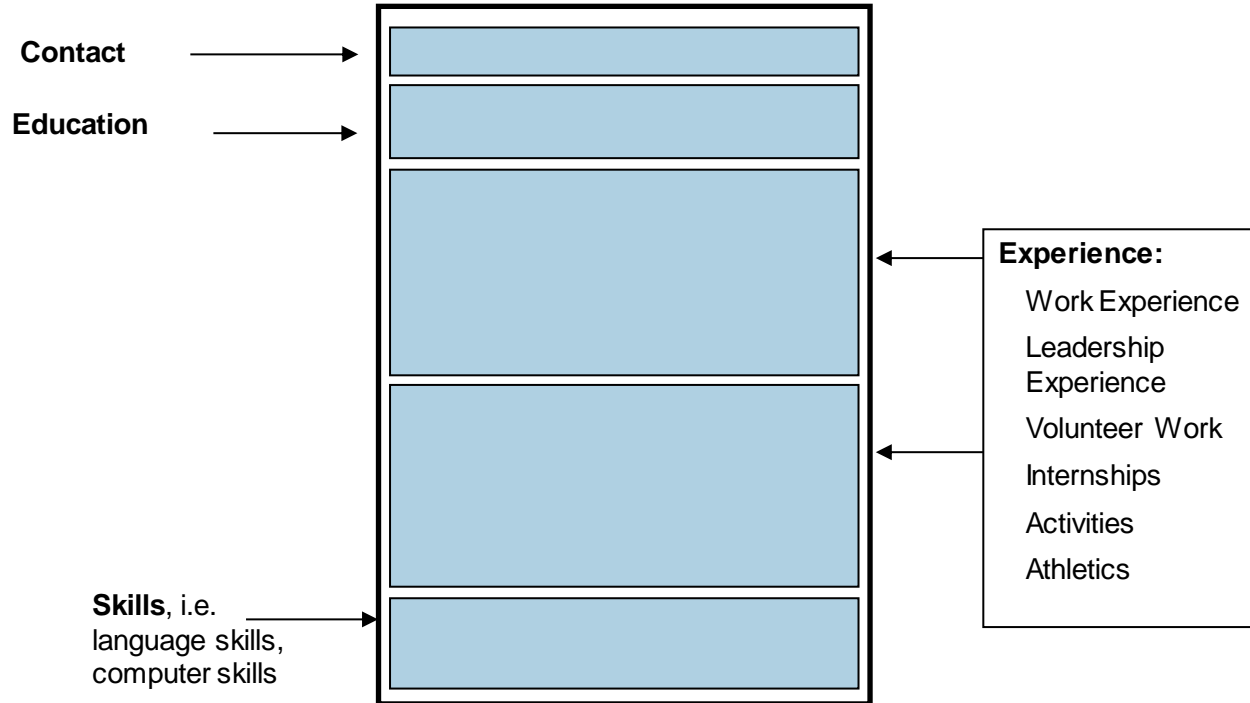
Prepare Your Application

- 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



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*