



# Internships

---

## WHAT IS AN INTERNSHIP?

An internship is a supervised opportunity to get “real world” work experience in your field of interest. It gives you a chance to apply the knowledge and skills you’ve developed in your classes.

## WHY DO AN INTERNSHIP?

You should do an internship to:

- Explore a major or career path
- Build your resume with valuable work experience
- Gain confidence in your own abilities
- Become comfortable with a professional work environment, expectations and social norms
- Meet people in the industry and develop a professional network
- Get your foot in the door at a particular company

## FACTS ABOUT INTERNSHIPS

- An internship is **not** the same thing as coop
- While some internships are paid, **most are not**
- Internships tend to be flexible with a student’s schedule
- Internships can be part-time or full-time (8-40 hours per week)
- Internships generally last from 6 weeks to 4 months, and may take place during the summer or academic semester
- You can do an internship at any time, from freshman through senior year

## WHAT KIND OF INTERNSHIP SHOULD I LOOK FOR?

Explore internships that match your skills and career interests. Search for opportunities that fit your academic program, help you explore a new direction, or develop new skills. Decide what is most important to you: Do you want to learn more about specific industries and careers, or do you want money for expenses? Sometimes you will have to choose between these things.

## WHEN SHOULD I START LOOKING?

That depends on what kind of internship you are seeking. Employers with structured, competitive programs begin the selection process months in advance. Most employers, however, start looking for summer interns between late January and April. Internships for fall and spring are usually advertised either very early in the semester, or late in the prior semester.

## HOW DO I FIND AN INTERNSHIP?

Searching for an internship is a similar process to searching for any other job; you need to use as many resources and strategies as possible.

Here are some possible ways to find an internship:

- Use online resources such as HuskyCareerLink, the online database of Career Services, or some of the other resources listed below.
- Research companies in your field of interest, and use their websites to explore internship opportunities. You can use “Career Search” within HuskyCareerLink to research companies.
- Ask around. Many students find internships through “networking” – that is, talking to other people and getting their input. Family, friends, and faculty may have leads or contacts in fields that you don’t even know about (see Networking handout).
- Attend multiple Career Services events, including the Career Fair and Career Conversations. Take advantage of any chance to meet an employer or professional in your desired field. The more relationships you build in your field, the more likely you are to discover leads.
- Keep your eyes and ears open for spontaneous opportunities. One Career Services client got an internship from striking up a conversation with someone at an NU baseball game!

### **WHAT DO I NEED TO APPLY TO AN INTERNSHIP?**

- A resume with work, educational and extracurricular experience (see Resume Handout)
- A targeted cover letter/letter of introduction (see Cover Letter handout)
- For some positions, you’ll need a portfolio, writing samples, or other examples of your work

### **WHAT IF THE EMPLOYER REQUIRES THAT I GET ACADEMIC CREDIT?**

Some employers require students to earn academic credit in order to participate in their company’s internship program. Some departments, such as Communications and Human Services, already have courses set up for students doing internships. Other students interested in receiving academic credit should contact their academic advisor or department head to discuss the possibility of a directed or independent study.

MCOPU 181 Internship for Career Decision-Making is an elective offered by Career Services for students interning at companies that require they receive academic credit. Internships must be approved in advance. Students complete journal entries and a variety of other assignments related to the company and industry with which they are working.

### **INTERNSHIP RESOURCES**

- HuskyCareerLink (HCL) [www.neu.edu/careerservices](http://www.neu.edu/careerservices)
- Vault – internship guide found within HuskyCareerLink (HCL), see “NU’s VAULT Online” on HCL’s main page
- SimplyHired [www.simplyhired.com](http://www.simplyhired.com)
- Indeed [www.indeed.com](http://www.indeed.com)
- Non-profit internships [www.nonprofitjobscoop.org](http://www.nonprofitjobscoop.org) and [www.idealists.org](http://www.idealists.org)
- Federal internships [www.usajobs.gov](http://www.usajobs.gov) ( keywords: Student Temporary Employment Program)
- Washington Center for Internships [www.twc.edu](http://www.twc.edu)

## SAMPLE INTERNSHIP RESUME

### Your Name

---

000 Huntington Ave. Boston, MA

▪ [a.student@neu.edu](mailto:a.student@neu.edu)

▪ 000-123-4567

#### EDUCATION

**Northeastern University**, Boston, MA

Bachelor of Arts in Communication Studies, May 2013

GPA 3.0

#### SKILLS

**Computer:** Proficient in Microsoft Word and PowerPoint; familiar with Access and Excel

**Language:** Strong conversational ability in Spanish

#### EXPERIENCE

**Really Trendy Clothes**, Boston, MA

**Sales Associate, September 2006-August 2007**

- Promoted sales and assisted customers in selection of clothing
- Coordinated and marketed store specials and floor displays
- Inventoried and replenished stock
- Trained new employees on store policy and sales techniques

**The Green Family**, Boston, MA

**Babysitter, August 2004-September 2006**

- Supervised two elementary school aged children in after school activities three times a week
- Planned entertaining and educational activities for the children
- Assisted children with homework

#### VOLUNTEER

**Books On Tape**, Boston, MA

**Reader, (once a month) January 2005- January 2006**

- Read and record text books, instruction manuals and fiction

#### INTERESTS AND ACTIVITIES

Diving, snow boarding, and intramural lacrosse. Have traveled extensively in South America. Student government representative and debate team member.

## ONCE YOU HAVE AN INTERNSHIP, HOW DO YOU MAKE THE MOST OF IT?

- **Develop goals and expectations.** You should begin your internship with a clear set of goals and expectations. What skills would you like to develop? What knowledge do you hope to gain? What type of training will you receive? Sit down with your supervisor as soon as possible to clarify mutual goals and expectations.
- **Demonstrate professionalism.** Dress according to the standards of the company, be consistent and punctual, and complete your work in a timely manner.
- **Maintain a positive attitude.** Be enthusiastic and diligent about every task, no matter how mundane you may consider it. A good attitude does wonders for impressing supervisors, and may lead to more challenging tasks. Remember, even company presidents sometimes do their own photocopying!
- **Show initiative.** Be proactive – if you have completed all current projects, ask for more work. If you see something not getting done, offer to do it.
- **Be an active learner.** Demonstrate your interest in the department/company/industry by asking questions and observing as much as possible. Keep up with industry news so you can understand the context in which your organization and internship operate.
- **Network.** Make an effort to get to know your supervisors and co-workers – they can be excellent sources of information and feedback, potentially refer you to new opportunities, and even serve as a reference for you later. Ask if you can join them for lunch occasionally. Ask about their experiences in the field and get their advice.
- **Reflect.** Check in with your supervisor regularly to review your progress on assigned tasks and receive feedback. The whole point of an internship is to gain new knowledge and learn new skills, and you want to make sure you're on track. Also, check in with yourself, and reflect on your own observations, tasks, and accomplishments.
- **Follow up.** At the end of your internship, be sure to thank your supervisor and co-workers, and follow up with email thank-you's. Stay in touch! This keeps your networking going, and creates good will for future references and opportunities.

## WHERE HAVE NORTHEASTERN STUDENTS INTERNED? (partial listing)

Cape Cod Baseball League

Atlantic Records

MTV

Dana Farber Cancer Institute

EMC

Merrill Lynch

Special Olympics

Arnold Worldwide

KISS 108

MA Land Court

Biogen

Saks Fifth Avenue

Vinfen

Puma

Project Bread

Dept. of Career Services • 202 Stearns • 617-373-2430 • [www.neu.edu/careerservices](http://www.neu.edu/careerservices)

