

HOW TO FIND AN INTERNSHIP

WT Career Services Mission

To connect, equip and empower
students for vocational vitality

WHAT IS AN INTERNSHIP?

School



**Work
World**

Internships act as a bridge between school and the work world.

A staggering 95 percent of employers said candidate experience is a factor in hiring decisions, according to an annual survey by the National Association of Colleges and Employers (NACE)

WHY ARE INTERNSHIPS IMPORTANT?

Experience

Contacts

Career
Confirmation

They make
you more
marketable

Can trump
GPA and
major

WHAT ARE YOUR INTERNSHIP GOALS?

Learn more about an industry or organization

Gain new skills

Connections

Experience

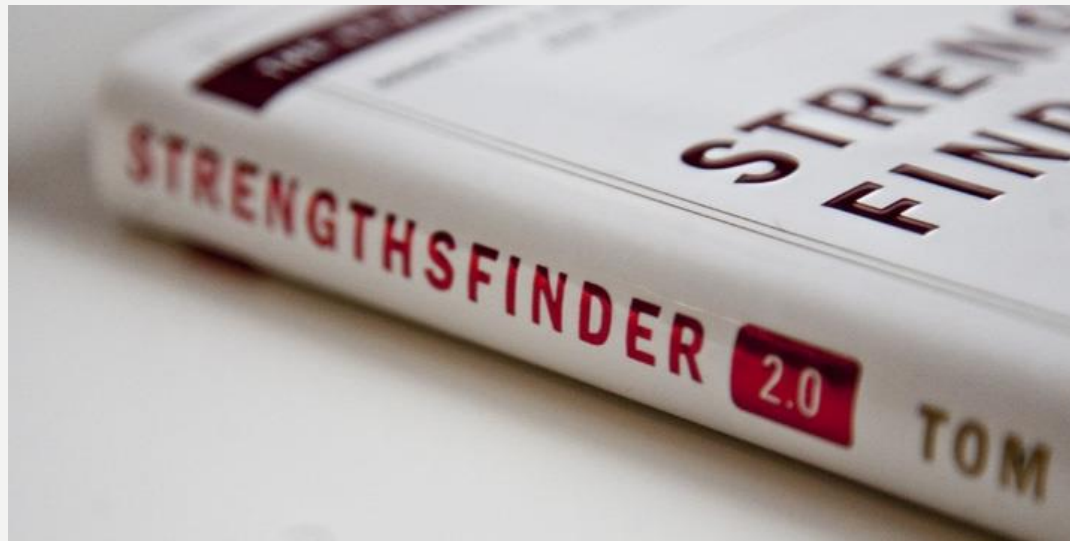
Intern in a certain location

Intern during a certain time

Money

Use your goals as filters to evaluate internship opportunities. Career Counseling can help if you are unsure about internship goals.

USE STRENGTHQUEST TO BETTER UNDERSTAND JOB FIT & WHAT YOU CAN OFFER



Learn more at

<http://www.strengthquest.com>

<http://wtamu.edu/buffstrong>

<http://strengths.southmountaincc.edu/students-strengths/applying-talents-in-career-discovery/>

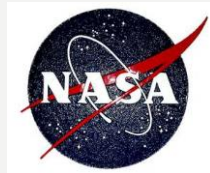
You can watch a video about Strengths by clicking [here](#)

WHY EMPLOYERS LIKE INTERNSHIPS?



TWO TYPES OF INTERNSHIPS

Competitive



Less Competitive



MAJOR POINT

Many smaller companies (less competitive) have no formal internship program

Research and find those you are interested in

Contact them and apply



HOW TO APPLY...



IDEAS TO BUILD YOUR TOP EMPLOYERS LIST

Handshake

Career Services Staff

Build List Based on Your Interests & Passions

Faculty

Google, Indeed, Etc.

Dream Company Competitors

LinkedIn

THE CREATIVE JOB SEARCH



Identify 30-40 companies you want to work for

- Do you want to work with a small or large employer? A manufacturing or a service company? A new company or an old established one? Do you want to travel or be home in the evening? Interested in healthcare, retail, financial companies, printing, etc.

Send a letter of introduction to each company

- This builds name recognition. You can do it via email or using an old-fashioned paper letter. You can see examples letters of introduction [here](#)

Send your cover letter & resume—one week after your letter of introduction

- Tailor the cover letter and resume to each company. Also, address it the person you sent your letter of introduction to

Follow up with a phone call

- This is extremely important. Call about 4-5 days after you send your resume and cover letter.
- Only about 1-2% of people do this step. But remember, if you only send your cover letter and resume (step #3), you have a 1 out of 254 chance of getting an offer. Combine that with a phone call and the odds improve to 1 out of 15. Add a letter of introduction and the odds get even better.

NETWORKING IDEAS

The Most Effective Job Search Strategy



INFORMATIONAL
INTERVIEWING

**MOCK
INTERVIEWS**

**Three Bones of
Networking**



TIPS TO FIND AN INTERNSHIP

Be Organized

Network,
Network,
Network

Check
Handshake
Regularly

Participate in
Career
Services

Have a Top-
Notch
Resume

TIPS FOR SUCCESS AS AN INTERN

Meet new people
where you intern

Take
initiative

Propose
a project

PARTNERING WITH THE CAREER SERVICES INTERNSHIP PROGRAM

We don't guarantee an internship; however, partnering with us improves your chances.



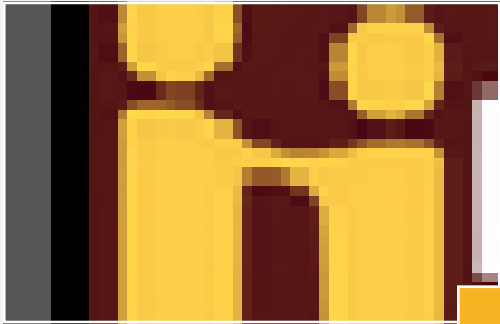
PARTNER WITH THE INTERNSHIP PROGRAM



Develop a
Strong
Resume

“There’s a great power in words, if you don’t hitch too many of them together.” —**Josh Billings**

PARTNER WITH THE INTERNSHIP PROGRAM



Upload Your
Resume onto
Handshake

PARTNER WITH THE INTERNSHIP PROGRAM



Develop Your
Interviewing
Skills

Click the picture for mock interviewing information. Click [here](#) for online interviewing workshop.

WHAT IF I FIND MY OWN INTERNSHIP?



Contact us immediately. We'll work with your academic department and try to coordinate credit if possible.

ACADEMIC CREDIT



Once you have an internship offer (and before you start), meet with our office and we'll help you explore the credit possibilities.

WRAPPING IT UP

Getting Involved with Career Services

- Attend resume workshop
- Upload your resume into [Handshake](#)
- Polish your [interviewing skills](#)

Proactive Ideas (Do As Many As You Can)

- Utilize Career Counseling
- Develop Your Top Employers List
- Networking
- Informational Interviews

QUESTIONS??

WTAMU Experiential Education Program

Student Success Center

CC 113

(806) 651-2345

Coordinator: Steve Sellars

ssellars@wtamu.edu

**Follow us on social media. We're WTCareer.
Internship Twitter- @WTIntern**

RESOURCES

Career Counseling

- INTERNSHIP STUDENT HANDBOOK- Good information and ideas to better understand the skills you have to offer - <http://www.wtamu.edu/student-support/cs-stu-internship-forms.aspx>
- MYPLAN- Robust online resources with in-depth occupational info (career assessments, what can I do with a major in ???, etc.)- <http://wtamu.myplan.com/>

Ideas for Developing Your Top Ten List

- **The WT Career Services Office-** Check out our job listings, and internship directories.
- **The Web-** We've listed our favorite internship search web sites at <http://www.wtamu.edu/student-support/cs-stu-job-search-internet.aspx>
- **The Library-** Make the reference librarian your friend!! They can connect with all kinds of good internship listings. Connect with the library online at <http://www.wtamu.edu/library/>
- **The News; Media-** Watch the news and read the paper. As you learn about new businesses coming to town or employment trends, you may find job leads.
- **The Yellow Pages-** Obvious, but it may give you some ideas.
- **Research the companies on your list to see if they are a good match.** Good ideas for researching a company are online at <http://www.wtamu.edu/student-support/cs-stu-research-employer.aspx>

Networking Resources

- Video with practical tips to network- <https://youtu.be/3NBlt0a7eaU>
- 3 Bones of Networking for Student Success- <https://youtu.be/40TPJZnBP8s>
- Mango- Get Face-To-Face With Your Network <https://mangoconnects.com/>