

Preparing to Find Your Internship - Tips

Think about what you want in your internship experience:

- ✓ What type of work and which industry are you interested in?
- ✓ How many hours are you able to work, and how many does your school require for a for-credit internship?
- ✓ What type of tasks / work will satisfy a for-credit internship?
- ✓ What geographic areas are possible?
- ✓ How many hours a week are you interested in?
- ✓ Can you afford an unpaid position?
- ✓ If seeking to complete a for-credit internship to satisfy degree requirements, consult with the Dean of your school or your academic advisor for the specific qualifications for your school

Become self-aware

- ✓ Take the Strong Interest Inventory through the Career Development Office
- ✓ Use the "What Can I Do with This Major?" at https://my.pba.edu/ICS/Departments/Career_Development/What_Can_I_Do_With_This_Major.jnz to explore career options in many different majors
- ✓ Look up occupations at <https://onetonline.org> or bls.gov/ooh for information on your job or industry

Prepare in advance for the experience

- ✓ Have your resume and cover letter reviewed by the Writing Coaches in AWE
- ✓ Update your LinkedIn profile and have it reviewed by a Career Peer
- ✓ Talk with people / PBA alumni who have worked in your industry (you can find them on LinkedIn)
- ✓ Read up on successful internships on websites like internships.about.com and www.wetfeet.com
- ✓ Practice interviewing skills with a Career Development team member

Search for opportunities

- ✓ Use the Online Resources list and the Career Development site <https://pba.joinhandshake.com>
- ✓ Ask your network of family, friends, professors, previous employers, church members, etc.
- ✓ Contact organizations that interest you and ask if they hire interns
- ✓ Attend a Career Fair (Sept) or Internship Expo (Jan), held at the main campus once a semester

Apply according to the specifications

- ✓ Prepare your resume, cover letter & references with our resources found here > <https://www.pba.edu/about/careers-outcomes/resources.html>
- ✓ Submit completed applications to potential employers

Interview with the companies

- ✓ Research the company in advance. Practice! Use the STAR method to help you prepare found here > <https://www.pba.edu/about/careers-outcomes/resources.html>
- ✓ Assess your skills, strengths, weaknesses, and related experience as related to the position

Work hard the whole time

- ✓ Learn as much as you can; Don't be afraid to ask questions
- ✓ Network with the professionals in your field
- ✓ Whatever you're doing, do it well!
- ✓ Don't forget to send a Thank You note to your internship supervisor!

Follow up with Career Development

- ✓ Stop in or email us to let us know how it's going and if you'd recommend it to future student