

Internship 101-Develop Your Search Strategy

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With the assistance of your Career Advisor throughout this process, start apply basic marketing principles to your internship search. It can go a long way to finding the perfect internship. Think of yourself as a unique product and plan to create your own unique search strategy.

Craft your Search Plan

- **Define interest.** Use industry research and self-assessment to target job functions, industries and geographic areas.
- **Seek recommendations for opportunities.** Reach out to current or former faculty members, career development staff or other members of the university community for internship recommendations.
- **Develop a targeted search.** Create a list of potential employers and research the company/organizations.
- **Examine requirements.** Review descriptions and details about the organizations to develop a list of desirable skills and characteristics.
- **Match skills to needs.** Compare the needs and requirements of employers to your own background and qualifications.
- **Define key selling points.** These skills and experiences should take center stage in your resume and cover letter(s).

When is the best time to look for an internship?

ASAP!!!!!!!

Getting an internship requires diligence and planning and the more competitive the company/industry the sooner you should begin. It is never too early to begin your search process and develop you own individual timeline. Sign up and use Handshake for all your internship search needs <https://nova.joinhandshake.com/>

Internship Start Times

Typical Durations:

- The length of an internship can be anything agreeable to both the student and the hiring company
- Typically an internship is 10-16 weeks. During an academic semester a student typically works no more than 20 hours per week or 37.5 hour per week during the summer.

Typical Seasons:

- Fall internships start: end of August until beginning December
- Winter Internship start: beginning of January until end of April
- Summer Internship start: beginning of May until beginning of August

Always!

Meet with a Career Advisor to provide guidance, direction and resources for your search.