

# INTERNSHIPS

## WHAT, WHY, & HOW?

### WHAT IS AN INTERNSHIP?

- Intended to help you explore the working world and clarify your career objectives.
- An opportunity to gain practical experience in an industry.
- Paid or unpaid, part-time or full-time, credit or no credit.

### WHY INTERN?

- Learn more about a particular field, industry, or organization.
- Apply what you have learned in the classroom.
- Add valuable experience and skills to your resume.
- Make yourself stand out in a competitive job market.
- Network! Establish connections with professionals in your field.
- Receive possible academic credit and/or monetary compensation.
- May lead to a career opportunity.

### HOW DO I GET AN INTERNSHIP?

- Attend an “Finding An Internship” workshop, or view at [careers.ucr.edu](http://careers.ucr.edu).
- Learn from and network with intern employers at a “Now Hiring Interns” panel.
- Learn about internship opportunities from other students at the “Former Interns Tell All” Panel.
- Research industries and employers in the Career Center resource library or online at [careers.ucr.edu](http://careers.ucr.edu).
- Utilize your network and social media to find or create internship opportunities.
- Search online at SCOTjobs, NACElink, CareerShift or company websites.
- Create a resume and cover letter, tailored to fit each position you apply for.
- Brush up on your interview skills using the Mock Interview Tool in SCOTLink.
- Meet with a Career Counselor or the Internship Coordinator for feedback on your resume, cover letter, and interview skills.

### I HAVE AN INTERNSHIP. NOW WHAT?

- Protect yourself by documenting your experience. Pick up an Internship Documentation Packet from the Career Center
- If seeking academic credit, meet with your academic advisor for course requirements and enrollment details.

### MAKE THE MOST OF YOUR INTERNSHIP

- Be curious - this is a learning opportunity!
- Think of it as an extended interview – go above and beyond!
- Take on more responsibility - make yourself indispensable!
- Network - build connections and discuss your career goals with colleagues!

### SOCIAL MEDIA

#HireHighlanders #UCRCareerReady



# Internship Target Log

	Company	Position	Deadline	Method of Contact	Date	Follow-up	Result
1							
2							
3							
4							
5							
6							
7							
8							
9							