

Internships

HOW DO I FIND AN INTERNSHIP?

Step 1: Ask Your Network



The more people who know you are looking for an internship the better! **Reach out to professors, classmates, co-workers, family, and friends.** You never know who someone might know and be able to connect you with.

Step 2: Utilize Online Resources



MontCo students and alumni have free exclusive access to an online job board called **Hire a Mustang**. Consider creating an account today.

→ <https://mc3-csm.symplicity.com/students>

Some other options would include Indeed or LinkedIn. For more information, check out the How To Guide on Job Search Techniques from Career Services.

Step 3: Contact Employers Directly



A large percentage of employers will not post their internship opportunities on their main website. **Reaching out to the company to ask if there are any openings can help you get a head of the game.**

Step 4: Visit Career Services



Make an appointment with a Career Coach to see if there have been any recent openings for internships in the area.

Getting Ready...

Make sure you are putting your best foot forward and meet with a Career Coach to review your resume and cover letter before you submit your application. When you come in for an appointment be sure to also bring a copy of the internship job description. This will help the coaches to provide a more in-depth review.

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TOP 3 BENEFITS OF INTERNSHIPS

ONE: EXPERIENCE AND EXPOSURE



- Internships will give you a chance to see your career choice in the real world. This will provide you with an opportunity to see if you still would like to pursue the career you are interested in.

TWO: RESUME BUILDER



- Most entry level jobs require some experience. Internships will often provide you with the experience that employers are looking for.

THREE: EXPAND YOUR NETWORK



- Internships help you build connections with other professionals in your field. Expanding your network will greatly help to advance your career.

PAID VS UNPAID INTERNSHIPS:

Whether paid or unpaid, internship experience will help put you ahead of others when you graduate and are looking for full-time employment. No matter paid or unpaid, internships provide experience and help to build relationships. If you are taking part in an unpaid internship please have your employer review **Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act**. This document can be found at www.dol.gov or by contacting the Career Services Department.

Are you doing an Internship for Credit?



If yes, you will need to get approval from your program's faculty coordinator. This will ensure that you will receive credits for your internship. If you are unsure of who your program coordinator is, you can reach out to Career Services to assist