

The traditional job interview is generally conducted in person, with one interviewer, at the employer's offices. However, there are other types of interview scenarios that you must be prepared for. Here's a breakdown:

An internship allows you to test your career objectives, helps you identify your talents, and directs you toward an appropriate career, while helping you acquire essential practical and professional skills you need in the workplace. It also lets you see how well you fit into a specific company's culture.

But finding an internship takes some preparation. Before setting out to find an internship, ask yourself these questions:

- Where do I want to do an internship? My hometown? Out-of-state?
- What type of work would I like to do? In what field?
- What type of organization would I like to do an internship for?
- What do I want to gain from an internship? What specific skills or experiences do I want to acquire?

LOCATING OPPORTUNITIES

After you've answered these questions, you're ready to start searching for internships. Here are some suggestions for locating employers and internship opportunities:

- Visit the Career Services and Leadership Development office - Career counselors can show you how to use Handshake, as well as other resources, to find internship opportunities.
- Check with your academic advisor to see if your department maintains listings of internship opportunities in your field of study.
- Attend job fairs. Employers often use fairs to identify students for internships as well as for full-time employment.
- Visit the websites of companies where you might want to do your internship so that you can tailor your resume and cover letter to the employer.
- Network. Talk with friends, family, co-workers, supervisors, instructors, administrators, and professionals in your field of study, and let them know you are searching for an internship.
- If you are hoping to earn academic credit for your internship, visit SFSU's Institute for Civic and Community Engagement website to learn more.

ADDITIONAL RESOURCES:

General Internship Search

- [CollegeGrad](#)
- [Internships.com](#)
- [InternJobs](#)
- [InternSearch](#)
- [InternWeb](#)
- [aftercollege](#)

International Internship Search

- [Interexchange](#)
- [Intern abroad](#)
- [Study Abroad Internships](#)

APPLYING FOR AN INTERNSHIP

Each employer has its own application process. Does the company want you to apply online? What is the deadline? What will the employer need from you to make your application complete? Start the process early. Here are a few tips to get you started:

- Keep your resume to one page and tailor it to the internship description or posting.
- Visit CSLD for sample resumes and to have a career counselor review your resume.
- Write a cover letter that explains your interest in the internship opportunity, highlights your education, experiences, and skills that you can bring to the position, and lets the employer know you would be interested in discussing your qualifications further in an interview.
- Make your cover letter reflect your personality and unique qualities while also showing off your great writing skills.
- Proofread. Remember that you never get a second chance to make a good first impression.

CHOOSING AN INTERNSHIP

Your final task is to select the internship opportunity that is the best match for you. Review your goals for doing an internship and choose the opportunity that best meets those goals.

An internship offers many benefits, including:

- Valuable experience. Many employers want to hire people who have experience and can step into the job and be productive right from the start.
- Information. An internship will help you make contacts, get ideas, and learn about the field.
- Practical application. You will have the chance to apply theories learned in the classroom to a real-world setting. When you return to the classroom after your internship, you will better understand the many nuances of business operations that relate to the theories you study.

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