



## RESOURCES FOR FINDING AN INTERNSHIP

CAREER SERVICES

Using a combination of approaches will improve your chance of finding your ideal internship.

1. **Networking with family, friends, neighbors, and Professors and Advisors**
  - Ask them to help you come up with the top 10 organizations in your geographical area
  - MU Alumni Center
2. **On-Campus recruiting, Professional acquaintances (doctors, dentists, real estate agents)**
  - Paper-Based Directories in the Career Center
3. **Internship Center Web Resources**
  - CoolWorks.com
4. **Internet Search Engines**
  - [CareerBuilder.com](http://CareerBuilder.com)
  - [Backdoorjobs.com](http://Backdoorjobs.com)
  - [Jobsearchshortcut.com](http://Jobsearchshortcut.com)
  - [InternJobs.com](http://InternJobs.com)
  - [jobs.myspace.com](http://jobs.myspace.com)
  - [Summerjobs.com](http://Summerjobs.com)
  - [Snagajob.com](http://Snagajob.com)
  - [Rsinternships.com](http://Rsinternships.com)
  - [Searchkow.com](http://Searchkow.com)
5. **State Government Internships**
  - WV Governor's Internship Program
  - [WVgip.org](http://WVgip.org)
6. **Federal Government Internships**
  - [Federaljobs.net](http://Federaljobs.net)
  - [Studentjobs.gov](http://Studentjobs.gov)
  - [Usajobs.opm.gov](http://Usajobs.opm.gov)
  - [Lrh.usace.army.mil](http://Lrh.usace.army.mil)
7. **Chambers of Commerce**
  - Use Google or another search engine
  - Type in "Chamber of Commerce" for your area of choice. For ex: "Chamber of Commerce for Pittsburg, Pennsylvania".
  - Huntington's is: [HuntingtonChamber.org](http://HuntingtonChamber.org)
  - Follow the link and look for the online member directory
  - Some Chambers will list members by categories such as accountants, engineering, etc.
  - From there, follow the links to specific organization websites
8. **Business Journal for Your Region**
  - [Bizjournals.com](http://Bizjournals.com)
  - Use Google or other search engines
  - Type in "Business Journal"
  - Follow links and research sites
  - Look for the Business Journal's "TopList"
  - Published Directories
  - The Almanac of America
  - The Directory of National Environmental Organizations
  - Dunn & Bradstreet Employment Opportunity Guide
9. **Phone Book**
  - [Yellow.com](http://Yellow.com)
  - Yellow Pages-Many non-profit organizations are listed under the "Association" section
  - Blue Pages- Human service agencies, local, state and federal government agencies are listed here
10. **Newspapers**
  - Daily and Sunday newspaper; WSAZ Classifieds; College newspaper/Parthenon
  - [Wszakclassifieds.com](http://Wszakclassifieds.com)
  - [Herald-dispatch.com](http://Herald-dispatch.com)
11. **Check Websites of companies you are interested in**

When you go to an organization link, look for the section- Careers, Human Resources, or Contacts. Some organizations will list internships in their own section.



## INTERNSHIP CHECK LIST

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- Register with JobTrax- Create search agent**
- Have a Professional Resume, Cover Letter, and References**
  - Get examples from the MU Career Center
  - Make an appointment with a Career Coach to have resume reviewed
- Research Internship opportunities “Brainstorming”**
  - Compile a list of target companies/organizations
  - Resources located on opposite side of this page
  - Web Search major and industry or company name and internship
  - Look beyond the “industry type” Ex: Accounting firms want marketing interns; Ad agencies need accountants.
  - Contact your top 5 or 6 opportunities
  - Take advantage of each lead. If your dream company doesn’t offer an internship in your field, don’t give up easily. Contact the Recruiter and ask about internship opportunities and attend job fairs.
- Apply:**
  - Apply early-start applying 3-4 months prior to your desired placement date
- Need academic credit for internship?**
  - Department Requirements vary; it is best to have an internship and a job description when approaching your academic advisor.
- Follow up on applications**
  - Follow up on applications and interviews. This lets potential employees see that you are truly interested in working for their company.
  - Develop good record-keeping habits and send thank you notes or emails within 48 hrs after the interview or meeting.
  - Examples of conducting follow up calls provided

**Remember, the #1 reason for getting an internship is **to gain experience.** Volunteering at a non-profit business or organization just 10-15 hours a week can get you the experience you need; and these experiences can make it easier for you to find and get the job you want.**