

# Intro to Internships

- An internship is a paid or unpaid learning experience relevant to your major. Internships allow for the development to gain hard and soft skills and apply knowledge learned in the classroom to on-site practice.
- A formal work experience that can sometimes lead to full-time job offers.
- Pursuing an internship as a community college student can be a valuable experience to gain to help you gain more skills and knowledge to become more competitive and marketable after graduation.
- Internships are a short-term work experience where interns spend their time working on relevant projects, learning about the field, making industry connections and gaining more skills and knowledge to become more competitive and marketable after graduation.
- In the start of your internship search, you want to reflect on what kind of experiences you want to gain? What skills do you want to develop? Then you want to have a resume and cover letter developed. Ask yourself, what skills, knowledge, and experience have I developed so far that demonstrate if you are qualified for the position?
- It is never too early to start an internship even if you are just starting as a college student. You want to apply what you are learning in the classroom into on-site applications in the workforce to show your competency and learn what else you need to grow in your field.
- It is never too early to start - whether you are just starting college, a returning student or having a career change. As stated, before you want to apply what you are learning in the classroom into on-site applications. This will show your competency,



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but also learn what else you need to grow in your field. Here are a few ways to get started:

- Start looking early
- Visit the career center to get your resume and cover letter into shape
- Mock-interview. Again, meet with the career center or practice with friends and family to assist you in preparing for interviews.
- Use your network: if you are a student, reach out to professors, alumni and the career center. By letting people know that you are looking for an opportunity then can help you in finding one.
- Look within your major to see if there is a Cooperative Work Experience Education requirement to gain academic credit for your internship.
- Internships have different qualifications required for its applicants. Some require certain majors or that you must be upper division (junior or senior). Recognize everyone had to start somewhere - if you feel you have no experience, reflect on what you have accomplished so far, course projects, extracurricular activities, working experience, and volunteer work.
- If you aren't qualified for a certain internship you may want, use it as a moment of reflection on how to plan your career development by learning the necessary skills and knowledge needed for the internship - while the opportunity for that specific position may pass, you now have guidance on what you need to develop to advance for your career.
- Networking is a valuable way to learn about internship opportunities. Search more than just online internship boards, consider going directly to a company or organization's website to see if there are opportunities or internship programs directly related to internships (hint: "Career" sections on company or organization websites may reveal internship opportunities).



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