Finding a summer internship

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In this presentation you’ll learn:

- current state of the internship market
- strategies for finding an internship
- resources for finding an internship
- how to follow up on your application
- how to partner with Career Services on all your internship search activities
Things to keep in mind

- there is no single definition of an internship from the employer perspective
  - what some employers call an internship others may call a summer job; in other cases, it could be internship vs volunteer experience
  - internships may be full-time, part-time, paid, unpaid, for-credit, no credit-required, short-term, long-term, etc.
    - it is your responsibility to figure out what type of internship the employer is offering, and if it fits with your goals
    - unless you must earn credit for an internship, you should consider pursuing summer jobs or volunteer opportunities as well as internships

- employers have a preference for candidates who will be seniors in the fall, so there are fewer opportunities for freshmen than seniors
  - even for an internship, many employers require some level of skill or experience, not just your interest in learning something new

- there is no guarantee that an internship will lead to a full-time job
Today’s job and internship market

- are as competitive, if not more competitive, than job searches for new graduates
- searches are taking longer to conclude because of the continued uncertainty about the economy, so you need to start your search early
- being focused, but flexible, is vital to success
  - flexible in terms of employer, position, geography, etc.
- networking, always an important tool in the internship and job search process, is even more important now
Six steps to an effective internship search

- assessing yourself: knowing what you want to do
  - what you are good at, what interests you, what is important to you – typically called self-assessment

- exploring careers: knowing where what you want to do is done in the world of work
  - function (job role), industries, geography, size of company, etc.

- preparing your self-marketing materials: résumés, cover letters, portfolios, elevator pitches, wardrobe, etc.
  - employers expect the quality of documents and professionalism for interns to be the same as for entry-level professionals
Six steps to an effective internship search

- developing your internship search plan: identifying resources, strategies, and tactics
- implementing your internship plan: working your plan
- following through and following up: working your plan

To be successful in your efforts:
Learn the search process, work the search process, trust the process – and connect with Career Services!
Six steps to an effective internship search

- this workshop focuses on developing, implementing, and working your internship search plan, but you must complete the first three steps before creating your plan.

- for assistance on self-assessment and career exploration, connect with Career Services
  - call 315.684.6615 for an appointment
  - check out the resources on the “Getting Started” page of the CS website for a preview of the conversation

- ditto for guidance in preparing your résumés, cover letters, portfolios, elevator pitches, wardrobe, etc.
  - on-line resources for each topic are on the “Career Guides & Handouts” page of the CS website for 24/7 access
Developing your internship search plan - overview

in today’s hyper-competitive market you MUST pursue both published and unpublished opportunities

- published (announced) opportunities
- unpublished (hidden) opportunities
- an estimated 80% of all jobs (and most probably internships) are found through some form of networking, so 80% of your time should be spent there
  - networking is critical to success for both published and unpublished opportunities
Published opportunities: sources and resources

- College Central Network (CCN) – Morrisville
  - consists of three databases, including one from employers specifically seeking MSC talent. See next slide for details on using the site.

- internship databases
  - geography, function, industry, or demographic-specific sites
  - comprehensive sites for all geographies, functions, levels of experience
  - selected sites for many MSC majors and career goals found on “Internship & Job Databases” page of CS website

- postings from faculty

- print and on-line advertisements in newspapers, trade associations, LinkedIn, etc.

- job and internship fairs
Published opportunities: CCN-Morrisville

“Search for Opportunities Posted to My School” includes only opportunities from employers specifically seeking Morrisville students and alumni

“Search over 25,000 Internships” and “Search over 500,000 Jobs” included opportunities gathered from hundreds of employer websites or specialized job boards such as indeed.com

- check the employer’s website to make sure they are still accepting applications
- when possible, avoid registering with the intermediary site and apply directly to the employer or through their website
- “Search over 25,000 Internships” has summer and academic-year internships, paid, unpaid, for-credit, no-credit-required, etc.
- “Search over 500,000 Jobs” has summer, seasonal, part-time, and full-time jobs as well as some internships
Using CCN-Morrisville

- Career Services webpage, “Internship & Job Search Databases”
  - click on “College Central Network” for instructions on creating an account
  - select your own Access ID and password

- you do not need to upload a resume to the site apply
  - resumes that are upload your resume will be reviewed by Career Services for quality control

- use the Job Agent function under the “Manage My Account” section to get alerts on opportunities matching your search criteria

- check the announcements section for upcoming events and reservations
Published opportunities: tactics and strategies

- apply as soon as you can develop a solid application
  - apply well in advance of the deadline – to an employer that signals preparedness and interest
  - openings with no known deadline can close at any time, so submit promptly so you don’t miss your chance
- tailor your cover letter and your resume, if possible, for the specific position and employer
- reach out to your network to see if you can speak with any in or familiar with the employer for insight into the position and organization
- submit all of the requested documents
- follow up, follow up, follow up – before the deadline
Job and internship fairs – Spring 2014

- **MSC Job & Internship Expo**, Tuesday, April 1, 12 pm - 2 pm, STUAC Gymnasium
  - all employers attending are committed to hiring interns and/or employees now or in the near future
  - be sure to attend a workshop on making the most of a career fair

- local job and career fairs and expos
  - Environmental Career Fair, Wednesday, February 26, 10:30 am - 3:00 pm, Gateway Center, SUNY ESF
  - Cornell Nonprofit & Government Career and Info Fair, Thursday, Feb 27, 1 pm - 4 pm, Statler Hotel Ballroom, Cornell University
  - Utica College Career Fair, Wednesday, March 5, 1 pm – 3 pm, Utica College Library Concourse.
  - SUNYIT Career Fair, Tuesday, March 25, 12 pm - 3 pm, SUNYIT Campus Center Gym
  - STEM Fair, Wednesday, April 9, 2 pm - 6 pm, LeMoyne College
Unpublished opportunities: sources and resources

Approximately 80% of all jobs, and therefore many internships, are found in the unpublished or hidden job market.

Major sources are:
- informational interviewing
- networking
- direct approach (canvassing)
Unpublished opportunities: tactics and strategies

_informational interviewing and networking_

- process involves soliciting information, guidance, strategies, feedback, etc., but NOT an internship or job itself
  - our “Job, Career Field, and Industry Research” handout has sample questions you can ask

- networking has always been important in job and internship searches, but is even more important now given the state of the economy

- learning this life skill so early in your career will benefit you in both the short- and long-run
Unpublished opportunities: tactics and strategies

* informational interviewing and networking (cont’d)

- potential contacts: everyone you know, and anyone you meet!
  - friends, family, friends of family, family of friends, MSC faculty, high school teachers, coaches, teammates, clergy, current and former employers, etc.
- members of professional associations for field of interest
- MSC alumni
  - Career Services can help identify alumni of interest
- LinkedIn and Facebook
- Networking and Recruitment Series, our on-going employer guest speakers program
  - Thursdays, 1:00 pm – 1:50 pm, MSC Athletic Stadium Hospitality Suite (check our calendar for speakers and any changes in location)
- career fairs also serve as networking events
- individuals you meet through the course of the day
Unpublished opportunities: tactics and strategies

*direct approach*

- involves reaching out to an organization you would like to intern with when there is no advertised position

- you should never ask directly for an internship, just the conversation to see what the employer needs are, and how you might meet those needs
  - your initial outreach can be in person, by e-mail, or by letter
  - it is YOUR responsibility to follow up with the employer, not theirs
  - follow up should be phone or in person, rather than by e-mail, whenever possible
  - Career Services can assist you in crafting your e-mail, letter, or in-person outreach
Unpublished opportunities: tactics and strategies

**direct approach**

- you MUST be able to define potential areas and ways in which you can contribute to the employer even before you approach them
  - you want to be prepared for the possibility of an immediate conversation

- process generally requires a series of informational interviews with different individuals before an opportunity develops
  - persistent follow-through and follow-up is required

- this approach works best when you have or cultivate a relationship with someone in or engaged with the employer (AKA networking)
Following up and following through

- always follow up, preferably by phone, on your application
  - indicate in your cover letter or e-mail that you will follow up, then do
  - employers see your follow up as an indication of your interest, initiative, and motivation
  - prepare notes or a script before you call

- always follow through on the advice provided by your contacts, and follow up to with them to let them know
  - “closing the loop” is especially important if you are referred to speak with a contact’s contact

- be patient, but persistent – the recruiter or your contact may be working under a different schedule than you

- continue your search efforts until you have an offer in writing
Tips for success

- start early and commit the required time to do it well
- learn the internship search process, work the process, and trust the process
- identify as specifically as possible what you want to do, why you want to do it, and what you have to offer who
  - be focused, but flexible
- do not depend any one job or internship search method
- network, network, network, then network some more
- share your goals with everyone you know
- follow up, follow up, follow up
- keep up the search process until you have a written offer
- partner with Career Services on your efforts
How Career Services can assist you

- identifying your top strengths, values, and interests, and what type of positions might be your best fit
- learning more about potential career options
- preparing your self-marketing materials (resumes, cover letters, portfolios, elevator pitches, wardrobe, etc.)
- developing and implementing your job or internship search plan
- conducting effective informational interviews
- expanding and maintaining your network
- developing and implementing your job or internship plan
- negotiating and evaluating your job or internship offers
To connect with Career Services:

308 Whipple Administration Building (next to the Registrar)
315.684.6615 • CareerServices@morrisville.edu
www.morrisville.edu/careerplanning
read your Career Services e-mails!

Individual advising appointments daily:
call 315.684.6615 to schedule an appointment

Advising Express (10 – 15 minute sessions):
Tuesdays, 2:00 pm to 4:00 pm
Wednesdays, 11:00 am to 1:00 pm
Fridays, 9:00 am to 11:00 am

Programs
see Career Services calendar on website