



# Ready Reference C-2

## How to Find an Internship

Finding an internship involves the same job search steps as finding a full-time position. There are plenty of internship opportunities available, but you will have to prepare for and pursue them. The basic steps for obtaining an internship are outlined below. You may also wish to review additional Ready References for information on preparing your resume, researching companies, networking, and other topics related to the job search process.

### Basic Steps for Obtaining an Internship

- ❖ Plan ahead. Start looking for an internship at least 6 months in advance.
- ❖ Prepare your resume and have it reviewed by CEAT Career Services
- ❖ Identify your search focus. Do you have geographic restrictions or preferences? What specific areas of industry interest you? What are your long-term career goals?
- ❖ Brainstorm. Develop a list of companies or industry areas that you are interested in learning more about and gaining experience in. Go for your dream companies.
- ❖ Check the OSU Job and Interview Portal to see what companies may be interviewing for interns.
- ❖ Consult with CEAT Career Services. There are employer resources in the CEAT Career Services Office located in ES 123.
- ❖ Check the bulletin boards in your department for internship postings. You will also find postings on the OSU Career Services website, [careerservices.okstate.edu](http://careerservices.okstate.edu).
- ❖ Visit with your major professors and your advisor to learn where other students have done internships.
- ❖ Read journals related to your major. Explore hidden job opportunities. Which companies are coming out with new products? Who is doing research?
- ❖ Take advantage of your network of contacts.
- ❖ Surf the Web. Check out company sites on the Internet. Most companies offer internships and/or Co-ops.
- ❖ Apply and interview for several internship opportunities.

### Resources

There are many websites and Internet resources that you may find helpful. In addition to those listed below, be sure to check professional society websites.

**Graduating Engineer** – <http://www.graduatingengineer.com> -- Provides resources, advice, internship listings, and links to the websites of employers who offer internships.

**JobsWeb** – <http://www.jobswweb.org/> --This site directs students to internship information and listings around the country.

**Monster Campus** – <http://campus.monster.com> -- Allows students to participate in a self-assessment, take a time management quiz, calculate the cost of living for various geographic areas, and search for internships.

**College Internship Center** – <http://www.collegegrad.com/jobs/index.shtml> -- Allows students to sort through numerous internship possibilities by keyword, location, category, date posted, and type of position

**Intern Jobs.com** – <http://www.internjobs.com> -- This site allows students to search through an internship database and post a resume online.