

INTERNSHIP GUIDE

CLEMSON UNIVERSITY MICHELIN® CAREER CENTER

Steps to Searching for and Securing an Internship

- **Figure out what you are looking for.** You should not start looking for an internship before you have sat down and answered the following questions:
 - Why am I looking for an internship? Is it for work experience, academic credit, or a different reason?
 - What are my interests, abilities, and values?
 - What type of organization/work environment am I looking for?
 - Are there any geographical constraints, or am I willing to travel anywhere for the perfect internship?
 - If the internship is unpaid, can I still afford to take the position?
- **Start researching internship opportunities.** Now that you have a clear idea of what your ideal internship is, there are a number of ways to begin looking for opportunities. Start looking about 4-6 months before your desired start date. You should utilize as many resources as possible in order to have the broadest range of options:
 - Attend a Michelin® Career Center workshop on internships. There is at least one workshop a semester—check the Michelin® Career Center website (<http://career.clemson.edu>) for dates and times.
 - Come in to the career center and meet with a career counselor who will gladly help you with your internship search process.
 - Attend a career fair held every September and February. Start networking and talking to representatives of organizations that you would like to work with and find out if they have internship opportunities. You can find information about our career fairs on the Michelin Career Center® website.
 - Search for opportunities on Clemson Joblink (<http://career.clemson.edu/clemsonjoblink>). You can specifically search for internship job postings. You can use the “Advanced Search” option to search by major and location, as well as specifically for employers who have on-campus interviews. Also, search for “Historic Leads” for networking opportunities.
 - Check the Michelin® Career Center’s (<http://career.clemson.edu/students/internship>) “Internship” page. There are a number of resources for finding both domestic and international internships. They also have resources specific to your area of study.
 - Keep in mind that only about a quarter of internship opportunities are actually posted. If there are specific companies that you would like to work for, contact them and find out if they offer internships and would like to have an informational meeting with you. Don’t forget organizations that many students overlook, such as hospitals, non-profits, radio stations, and newspapers. You can check Clemson Joblink (<http://career.clemson.edu/clemsonjoblink>) for contact leads under the “Employer” section.

- Visit the Michelin® Career Center library and look through the many resources we have available, including an entire section on internships.
 - Start networking. Talk to friends, family, professors, etc. and let them know that you are interested in an internship. Contact a Clemson Alumni group in the city you are targeting.
- **Narrow down the results and apply for internships.** Now that you have found opportunities that interest you, you need to figure out which ones to apply for. The actual number depends on the type of internships that you are applying for (i.e., national programs vs. a local business), but you should apply to somewhere between 5 and 20+ internships. Remember to refer back to the questions that you answered in step 1 and make sure that these internships meet your criteria. To apply for internships, you may, depending on the position, need:
- Most positions will require you to submit a resume and cover letter specific to each organization. There is a lot of information on how to develop a resume and cover letter on the Michelin® Career Center website. If you already have one, bring it in to the Career Center to have it critiqued before sending it out.
 - Many organizations will ask you for references. Before you begin the application process, seek out people (e.g. professors, previous employers, etc.) that are willing to serve as a positive reference for you.
 - Some positions may require you to send either an unofficial (more common) or official transcript.
 - Certain internship programs may require you to submit a writing sample.
 - Some organizations, especially those with large internship programs, will have you fill out a formal application for the position.
- **Wait for responses.** This is arguably the hardest part about applying for internships. It may take up to a month to receive any responses about your applications (if you even receive a response at all). One to two weeks after you have submitted your application, call the organization to make sure they have all of your materials. Pay attention to deadlines, and once a deadline has passed, call the organization again to see if they need any more information from you and find out when interviews are being conducted. Be persistent, but not annoying.
- **Interview for positions.** Try to arrange a personal interview whenever possible. Some organizations even have on-campus interviews at the Michelin® Career Center. Once you have your interviews scheduled, the career counselors at the Michelin® Career Center can help you prepare for the interview by doing mock interviews and there are more resources on the Michelin® Career Center website under the “Interview Tips” (<http://career.clemson.edu/students/applying/interviews/>) section.
- **Accepting a position.** Consider all internship offers. Compare every internship offer with the guidelines that you set for yourself in the first section. Before you accept a position, be sure to get all of the details (e.g. compensation, job description, etc.) in writing. If you were rejected from any organizations, take it as a learning experience and try to find out if there was anything that would have made your application stronger. Once you have secured an internship, consider signing up for academic coursework through your major or through the Career Center (CCINT; for more information, go to <http://career.clemson.edu/students/internships/ccint.php>).

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