

INTERNSHIP SEARCH LINKS AND TIPS

Finding an internship can be a competitive process, similar to a professional job search. You will need to prepare a résumé, cover letter, and references/recommendations. You should also be prepared to interview for the position before you are hired. The Career Education Center can help you every step of the way! Here are some tips and website links to get you started on your internship search.

Use your network:

- Talk with your fellow classmates, faculty members, friends, and family.
- You can also connect with alumni working in your field of interest through an [SMC alumni group](#) on [LinkedIn](#). After you've created your profile, meet with a [Career Coach](#) to learn new tips and tricks for connecting with others and ways to enhance your profile!



Search in Vermont:

Handshake: <https://smcv.t.joinhandshake.com/>



- Log in with your MikeNet credentials.
- Click on the “Jobs” tab to search for internship postings and select “Internships.”
 - Some employers may be open to creating an internship for a listed job.

Identify companies in Vermont you are interested in:

- Go to: <https://lccvermont.org/>
- Under the Members tab, click on Member Directory.
- Search the Quicklinks or do a keyword search to find companies in your industry of interest.
- Go to the company website and search the career section for any internship opportunities.

Search nationwide (including VT):

LinkedIn: <https://www.linkedin.com/jobs/internship-jobs>

Indeed: <http://www.indeed.com/>

Idealist: <https://www.idealists.org/en/>

WayUp: <https://www.looksharp.com/internships>

Federal Government Internships: <https://www.usajobs.gov/StudentsAndGrads>

Internships USA: www.Internships-USA.com

- Email careereducation@smcv.t.edu for log-in details



Search job sites specifically designed for a particular *geographic location:

For example...

City of Boston: <http://www.cityofboston.gov/students/working/>

State of New York: <https://nysinternships.cs.ny.gov/nnyl/>

CT Jobs: <https://ctjobs.com/search/>

*Find jobs/internships by state: <http://www.careeronestop.org/jobsearch/findjobs/state-job-banks.aspx>



Search job sites specifically designed for a particular industry/occupation:

For example...



Accounting: <http://www.accountingjobstoday.com/>
Business: <https://www.looksharp.com/s/business-internships>
Computer Sciences: <https://www.dice.com/jobs?q=internship&l=&searchid=4837804895712>
Environmental: <http://www.greenjobs.net/>
Humanities: <https://www.indeed.com/q-Humanities-Internship-jobs.html?vjk=f36e78d4a9709f56>
Marketing: <https://www.linkedin.com/jobs/marketing-internship-jobs/?currentJobId=3808850736>
Psychology: <http://www.apa.org/education/undergrad/research-opps.aspx>
Science (Research): https://www.nsf.gov/crssprgm/reu/reu_search.jsp

Search by company:

MOST COMPANIES LIST THEIR AVAILABLE INTERNSHIPS RIGHT ON THEIR WEBSITE!

Find relevant companies using sites like [Google](#) or [the Muse](#) and then search on the company's careers/jobs/HR page for available internships. Use the key word "intern". If you don't see any internships listed on the website then send an email inquiry or call to ask if they have internship opportunities for college students!



Update your résumé and write a cover letter:

Meet with a [Career Coach](#) to get help with writing your résumé and cover letter. To get started with your first draft read through the [résumé tips](#) on the Career Education Center website.



Nail the interview:

Practice your interviewing skills with the **Mock Interviewing** tool [Big Interview](#). You can also come in and meet with a Career Coach to prepare for your interview, and access the career center's [interview resources](#).



Help is available:

Students can schedule a meeting to get personalized assistance with their internship search. To schedule an appointment log into [Handshake](#) with your Mikenet credentials:

► Go to the Career Center ► Appointments ► Schedule a New Appointment ► and follow the prompts.

