

# STANTON UNIVERSITY CAREER SERVICES

# INTERNSHIP GUIDE



## HELPFUL TIPS

### CONNECT!

- Build relationships with your professors, peers, and alumni.
- Network outside of school through family and friends, employers, and other professionals.



### PERSONAL ASSESSMENT

- Ask yourself some questions! What type of work interests you the most? What would you like to learn and gain through your internship?
- Figure out your strengths and weaknesses.

### RESEARCH

- Search for posted local internship openings.
- Research potential companies/organizations that may have internship opportunities available.
  - Some positions are not posted publicly so contacting companies directly can help you find these positions.
  - Identify yourself and your interest in the company. Ask to speak with someone about the possibility of an internship.
  - Shadow professionals on the job for a day or two to gain key insights about careers.

### RESOURCES

- Take advantage of available resources listed on our website under Career Services.
- For CPT/OPT opportunities, make an appointment and consult with the International Student Advisor.

### APPLY!!!

- Apply within the time frame given in the internship post.
- Include a resume, cover letter, and any other requested documents.

# INTERVIEW QUESTIONS TO ASK DURING AN INTERNSHIP INTERVIEW OR CAREER FAIR

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- 1) What skills are most important within this specific field?
- 2) What kind of skills and experience are you seeking in a qualified applicant?
- 3) What are the typical entry-level opportunities?
- 4) What challenges do you see happening within your organization?
- 5) What do you like most about your position and organization?
- 6) What type of jobs do you anticipate being open soon?
- 7) What type of training is currently available for new employees?
- 8) What advice would you give to someone who wants to break into the field?
- 9) What kind of projects will I work on as an intern?
- 10) How would you go about evaluating my performance?





# STRATEGIES FOR INTERNATIONAL STUDENTS

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Make networking your priority! Get to know current professionals and recruiters to increase your likelihood of getting hired. Prepare a quick introduction informing your contacts your name, field of study, relevant skills, and career goals. Practice it until you are comfortable in its delivery.

Practice your English skills! Recruiters and professionals in the U.S. value strong English language skills as well as non-verbal and interpersonal skills.

Attend Career and Internship fairs to strengthen your professional network. It is a great opportunity to gain information about various organizations and companies, and also allows them to get to know you.

Gain leadership experience by participating in student groups. Search for Student Council and/or Student Club memberships opportunities through Student Services.

Join professional associations to increase your network and to be up-to-date concerning current trends in your field. This is a great opportunity to get business cards and reach out to new contacts for informational interviews.

