## The Internship Search

### 8 Steps to Finding an Internship

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**1. Schedule to meet with an advisor**

We will contact you to schedule a 1 on 1 advising meeting to discuss internship search strategies. Come to this meeting with any questions you have about the program, a list of internships you are considering, and career areas you would like to pursue after graduation. The more organized you are, the more we can help you!

**2. Complete internship search form**

Before choosing an internship that’s right for you, you’ll need to narrow down your list to internships that fall under one or two career fields (e.g., government and/or law). Research different careers and think about what is important to you in a job and what values, interests, and skills you have. This form lets us know what types of internships interest you so we can make suggestions.

**3. Go to EVERY workshop & visit us**

These workshops are planned to prepare you for DC and educate students about professional standards in DC. We also are able to provide individualized help during office hours. If you are struggling to secure an internship and need further assistance your can contact the Program Administrator in Washington, D.C.

**4. Have your resume reviewed**

Students often experience trouble securing a position if they haven’t had their documents reviewed or didn’t make suggested changes. DC internships are competitive, so your documents need to be in top shape. The extra effort you put inhere makes getting an internship much easier!

- Allow 3-5 days for review
- Send it as a word doc
- Send the internship description in the email

**5. Apply to 10 & follow up**

We recommend you follow up by phone/email 2 weeks after you have applied to ensure your materials were received, then ask about the application process and any other questions you may have about the internship itself. Applying to 10 organizations takes time. Make sure you set aside a few hours per week after we have reviewed your cover letter and resume to apply. When following up, it’s best to call because you get the answer quickly. Make sure to ask where they are in the review process. If they are unresponsive, contact the Program Administrator in DC.

**6. Prepare for your interviews**

If an organization wishes to interview you, they will usually contact you by phone or email to set up a phone interview. Research the organization and have questions for your interviewers. Go through the tough questions in the interview section of the resource manual and prepare bullet point notes to refer to in your interview. Hold mock interviews with your friends/yourself so you become comfortable answering these questions. Test yourself by recording your answers and thinking of ways to improve upon your answer.

**7. Weigh your choices**

Consider your goals after college and how this internship can prepare you for them. If you receive multiple options, consider:

- How do these internships help me achieve my goals?
- What will I be working on?
- Are there other perks (pay, location, etc.).

If you have only received one offer, consider:

- How close am I to when I leave for DC? Is it worth waiting to hear from another internship?
- Have I heard from or when will I hear from other internships (if no, follow up)
- How risky would it be to not take this internship?

**8. Secure an internship**

Students are responsible for securing an internship before leaving for DC. To do this, you should utilize the resources available to and contact our Program Administrator regarding finding an internship that suits your interests. Once you have secured an internship, fill out the I secured an internship form.

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### A Few Questions to Help You Start Your Internship Search

- What do you want to do after you graduate?
- What is your dream internship?
- Why did you apply to the Washington Program?
- What do you want out of your internship?
- What are your strengths?
- What type of environment do you want to work in?
Internship Search Dos

- Search for organizations in DC using key words that relate to your interests
- Use our website to get ideas (We have lists of past internships)
- Speak with the Program Advisor at the Washington Center
- Rank your choices, research your “top picks” & look for companies working in the same field
- Study the terms used to describe organizations (Non-profit, Consulting Firm, Government Contractor, Think Tank, etc).
- Network with people you know who are involved in these areas of interest (Do they have suggestions for internships in DC? Do they know anyone you can contact?)

Internship Search Don’ts

- Wait until the last minute to start looking
- Pursue only one internship option
- Search to narrowly or too broadly
- Focus only on the “big names” to put on a resume
- Drag an organization along if they have offered you an internship

What If Nothing Is Listed Online?

- Just because an organization has not posted an internship doesn't mean they don't want an intern.
  - Semester internships may be listed while Fall, Winter and Spring Quarter internships are not and highly specialized internships are rarely listed
- Do not be afraid to ask!

We offer email templates that you can use to inquire about internship availability

EMAIL ASKING ABOUT INTERNSHIP AVAILABILITY

Dear Ms. Smith:

My name is Donald Duck and I am currently a junior at the University of California, Davis. I will be in Washington, D.C. in the Winter of 2012 as a participant in the UC Davis Washington Program. I am writing to find out if the ABC Organization will be offering internships this coming Winter Quarter and if so, how to apply. I will be available to do an internship from January 5th to March 15th. Thank you for your time and I look forward to hearing from you soon.

Sincerely,
Donald Duck
5 Steps to Getting an Internship

- **Define Your Goals & Objectives**
  - What kind of internship? and with whom?, etc
- **Make a List of Targets & Contacts**
  - **Targets** → places/people you would like to intern for
  - **Contacts** → anyone (relatives, friends, bosses, alums, faculty, etc.) who may be able to advise you about internships in a field
- **Follow Up**
  - See the "I haven't heard back. What should I do?" section for instructions.
  - Do not hesitate to send another copy of your resume each time you send a follow-up email.
- **Send a Thank You Note**
  - After the interview, send a "thank you note," to personally thank them for giving you an interview (see interview section for more info)
- **Treat the Search Like a Class**
  - Do your homework, set aside a specific time to work on it, be thorough, and be persistent.

**Update Your Advisor**

- Email the Program Administrator to let her know about any updates on those organizations. Updates include: new organizations, interviews, or denials, or special dates.
- Notify us immediately if you secure an internship using the online form.
- Please do not CC your advisor on emails you send to organizations.

**I Haven't Heard Back. What Should I Do?**

*It depends on how long ago you applied. DO NOT contact an organization if their instructions say not to contact them. In that case, contact the Program Administrator for help.* If you submitted your application:

- **Less than 2 weeks ago**
  - Try to be patient. Do not contact an organization any earlier than 2 weeks after your application is submitted
- **2 weeks ago**
  - Call (preferred) or email the organization to confirm they received your application & find out where they are in the selection process. If you email, use the email template.
- **More than 2 weeks ago**
  - If you have already followed up and you have not heard back, send us an email.

**FOLLOW UP EMAIL**

*Dear Ms. Smith:*

*My name is Donald Duck and I am a junior at the University of California, Davis. I submitted an application to your office for an internship with the ABC Organization during the 2014 Winter Quarter and I am writing to verify you received all of my materials. If possible, I was also hoping to learn when you expect to start reviewing applications and selecting your interns for the Winter of 2014. Thank you very much for your time.*

*Sincerely,*

*Donald Duck*
When Receiving an Offer

1. Refer to your ranked list of internships
2. Talk to the Program Administrator
3. Don't keep an organization waiting too long

Accept
Congratulations! Under no circumstance can you change your mind to accept another internship offer.

Turn Down
Thank them for considering you but tell them you can't accept their offer at this time. There is no need to say you have chosen/are considering another internship.

Ask for More Time
(Only When Necessary)
If you NEED more time, it MUST be done correctly DON'T string an organization along & DON'T disclose you are considering other options.

EMAIL ACCEPTING AN OFFER

Dear Ms. Smith:
Thank you for the opportunity to intern with the ABC Organization this coming Winter Quarter. I am very happy to accept your offer and I look forward to working with you. I will be arriving in Washington, D.C. on January 2nd and can start the internship on January 4th. <INSERT ANY OTHER QUESTIONS YOU MAY HAVE HERE>.

Please let me know if there is any additional information you need or paperwork I need to complete prior to my arrival in Washington, D.C.

Thank you again!

Sincerely,

Donald Duck

EMAIL ASKING FOR MORE TIME

Ms. Smith:
Thank you for your offer to intern with the ABC Organization during the Winter 2012 Quarter. This sounds like a very exciting possibility. When would you need to have my final decision?

Sincerely,

Donald Duck

TURNING DOWN AN OFFER

Dear Ms. Smith:
Thank you for considering my application and offering me an internship position with the ABC Organization during the Winter 2012 Quarter. Regrettably, I am writing to decline your offer.

Sincerely,

Donald Duck

How to Begin Your New Internship

- Get Familiar: Get even more familiar with your organization and the specific people with whom you will be working.
- Understand the Expectations: What are your duties and daily tasks?
- Know the Dress Code: Business causal, Formal Business, Casual Fridays? These terms may have different expectations in DC. (It is always best to overdress rather than underdress)
- Make the Experience Worthwhile: Don’t be afraid to ask your supervisor for more tasks → take an initiative. Ask people if you can interview them to ask them more about their role at the organization.
- Treat It Like Any Job or Class: Be respectful, on time, hard-working, thorough, properly dressed, etc.