



# How to Find an Internship

Opportunities are out there – learn how to prepare for and find your ideal internship! Having a clear plan and strategy for your internship search will increase the success of your efforts and help to minimize stress. There are a variety of ways to finding an internship. Visualize what you would like to do after you're done with school. Ask yourself these questions:

- What experience and skills do I need to improve or develop, in order to apply for the jobs I want?
- Do I know what type of company I would like to work for?
- Where would I like to get my foot in the door to expand my network for future career options?

Always keep in mind your overall career and life goals; this will help to guide your plan. The internship search process can be viewed in five simple steps:

## **KNOW YOURSELF** – develop confidence in yourself and recognize your value

- When you choose an internship related to who you are, you are more likely to find your work personally meaningful, and will likely be more successful in what you do.
- Identify and understand your strengths, abilities, experience, interests and personality traits.

## **DEFINE YOUR STRATEGY** – formulate a plan and determine your career goals

- Identify employers of interest and potential contacts; what is related to your program of study
  - To identify potential leads, refer to *Vancouver Business Journal* annual *Book of Lists* (visit Career Services to review publication)
  - Review *Vancouver Business Journal Women in Business* annual publication  
<https://www.vbjusa.com/women-in-business/>
  - Conduct research on [LinkedIn.com](https://www.linkedin.com); follow Clark College and connect with Alumni
- Establish a plan of action and identify resources (e.g. [Penguin Jobs](https://www.penguinjobs.com), [www.indeed.com](https://www.indeed.com))

## **PREPARE** – create a marketing plan

- Create a [self-introduction fro connecting](#)
- Learn how to write a [resume](#) & [cover letter](#)
- Upload resume to [Penguin Jobs](#) to be viewed by employers
- Begin preparing responses to possible [interview questions](#)
- Conduct an [Informational Interview](#) to research careers and companies
- Attend a Student Success Workshop on Interview Skills, Resume Building, or Networking

## **TAKE ACTION** – implement your plan and execute strategies

- Tailor your resume and “elevator pitch” for specific opportunities and contacts
- Refine interview responses for specific companies and position description
- Attend Career Fairs and networking events
- Track your progress and contacts with a job search log

## **INTERVIEW EFFECTIVELY**– communicate and emphasize your values to maximize your opportunities

- Complete a practice interview with Career Services Employment Supports.
- Print and prepare ideas for [Co-op Internship Training Agreement](#)
  - Identify ideas for learning objectives related to your program of study
- Refine interview responses and prepare questions to ask at the end of interview
- Follow-up with appropriate thank-you letters immediately following interviews (e.g. card, email)

