

Internship Search Resources for CCIS NU Career Services Resources – Revised %## #B\$%&

Career Services website has in-depth information: www.careerservices.neu.edu

- calendar of events
- In Student Tools, job search handouts on networking, informational interviewing, LinkedIn
- sample [letter of inquiry](#) re internships/coops (under letters...in Job Search section)
- job and internship search information

If you're stuck, make an appointment with a liaison in Career Services _____, or make an appointment at myNEU self service, Career Services tab.

HuskyCareerLink

- NU's on-line jobs and internships database
- Use the calendar section to find employer information sessions!!!
- Employer tab leads to many employers interested in NU, listed by industry
- Upload and publish your resume
- CareerSearch is a company finding research tool; browse Career Insider's internship listings

Find people to talk to at companies using www.Linkedin.com and HuskyNation on MyNEU

- See handouts on using LinkedIn, Informational Interviews, Networking Etiquette
- Introduce yourself, ask for information re finding person to speak with about internships
- Thank people for their assistance
- Join groups of people with shared interests, NU alumni groups, etc, on LinkedIn

Internet Resources ...

Search flexibly – there are many technology related internships under a variety of listings. www.indeed.com, www.simplyhired.com/, www.craigslist.com have internship listings. Use the advanced searches on indeed and simplyhired. Use terms “intern” and “internship” www.aftercollege.com and www.collegegrad.com are job listing sites that have some internship listings..

www.monstertrak.com Lists entry level jobs and internships.

Non-profit organization sites: any organization could have a technology project. Try www.guidestar.org, www.idealists.org and www.nonprofitjobscoop.org, www.newenglandherc.org <http://internships.wetfeet.com> A nationwide search engine for internship opportunities.

Other possibilities...

Try Google searches such as “computer science (or IT) internships + your state or city.” Develop a target list of companies and research internship programs on their websites. Any employer, including those in HuskyCareerLink, may be willing to consider having an intern. For a sample letter (or email) of inquiry about an internship, **see** sample [letter of inquiry](#) re internships/coops

www.acm.org – ACM members may be good contacts for networking. Look at the special interest group section if you have a strong special interest. The Student ACM site <http://www.acm.org/crossroads/resources/internships.html> has internship listings.

www.witi.org – Women in Technology, International, another professional organization for networking.

Don't forget talking to people!!!!

Start with your natural network: family, friends, clubs, teams, congregations, expat groups

Local directories for non-profits, churches, human service organizations

Networking Guide (from PowerPoint)

Finding - and *Getting* - an Internship or volunteer opportunity (from Class presentation)

First, know what you want!

- What would you really like to do in an internship?
- Where would you like to do it?
Boston area? Home? Somewhere else?
- What kind of setting would you like?
 - Business? High tech? Community program?

How do people find internships?

- The same way they find jobs: through friends or family, by applying.
- How have **you** found jobs?

What is networking?

- Networking is people talking to other people to get advice, suggestions, and information that might lead to whatever you are looking for.

Why do it?

- 80-85% of all jobs are hidden - not advertised publicly
- Guesstimate of % of hidden internships: 95%
- Networking leads you to opportunities that are not obvious
- Networking can help you create the opportunity you want

Why would people want to help me?

- Would you help someone if you could?
- Everyone was in your shoes at some point in his/her life.
- Most people are happy to help - you just have to tell them clearly how.
- Open your conversation with a question ANYONE could say "Yes" to:
 - *Would you be willing to speak with me about your work? Would you tell how you got the experience you needed to get your first job?...*
- People love to talk about themselves and their work!
- People love to give advice!

A tool for getting started: The 30 second "elevator" speech

- Who are you? *I'm ... a graduate student at NU in CS, looking for a summer internship...*
- What do you do? *I've got good Java skills and great skills with Access*
- What do you want? *To get some work experience in my field...*
- What can you offer? *I could build you a website or a database....*
- Ask for what you want: *Could your IT department use...? Does your office need...?*

Then what?

Sell yourself: Think skills and WHAT CAN YOU CONTRIBUTE?

Knowledge based skills: web, database (special to your field)

Transferable skills: communication, teamwork, multi-tasking (used in all work)

Adaptive skills: diligence, eagerness to learn, (describe how you are - your attributes)

You get a conversation started...

- Ask what comes next, then follow up.
- Always ask if there are other people you should talk to.
- The worst thing that can happen? You could get blown off. Move on to the next try.

Helpful Tools and Tricks

Track and thank your contacts. They are now part of your network.

RECAP:

Make a plan

- Clarify what you want. What's your target?
- Craft your 30 second elevator speech, and add your pitch
- List your existing network. Start with people you know.
- Build your list of target organizations.
- Start making calls or sending emails. Ask? [Sample Inquiry letter](#)
- **Always ask: "Can you think of other people I should talk to?"**
- Add new people to your network.
- Set goals and track your progress. (Call n people today. Follow up n calls.)