



INTERNSHIP HANDBOOK

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“The expert in anything
was once a beginner.”
~Helen Hayes

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AN **INTERNSHIP** IS:

- Hands-on, experiential work experience
- Short term (set start and end date)
- Paid or unpaid (Paid is better!)
- Part time (Max. 20 hrs/week during the school year)
- Learning that is directly related to a field of study or career interest
- Mentored/supervised by professionals in the industry



GREAT REASONS TO PARTICIPATE IN AN INTERNSHIP:

- Learn about a career field from the inside.
- Work alongside a professional in your chosen career area.
- Acquire new skills and knowledge.
- Gain confidence in your own abilities.
- Apply things you have learned in school.
- Practice your communication and teamwork skills.
- Help you decide if this is the right career field for you.
- Opportunity to get a “foot in the door” with an organization
- Network with professionals in your field
- Build your resume with real-world work experience

On average,
what percentage
of Internships lead
to a
Job Offer?



01

An internship can open the doors to the working world, showing you what it's like to have a boss, attend meetings and meet deadlines.

02

Internships can introduce you to experienced people who can help guide you toward a career.

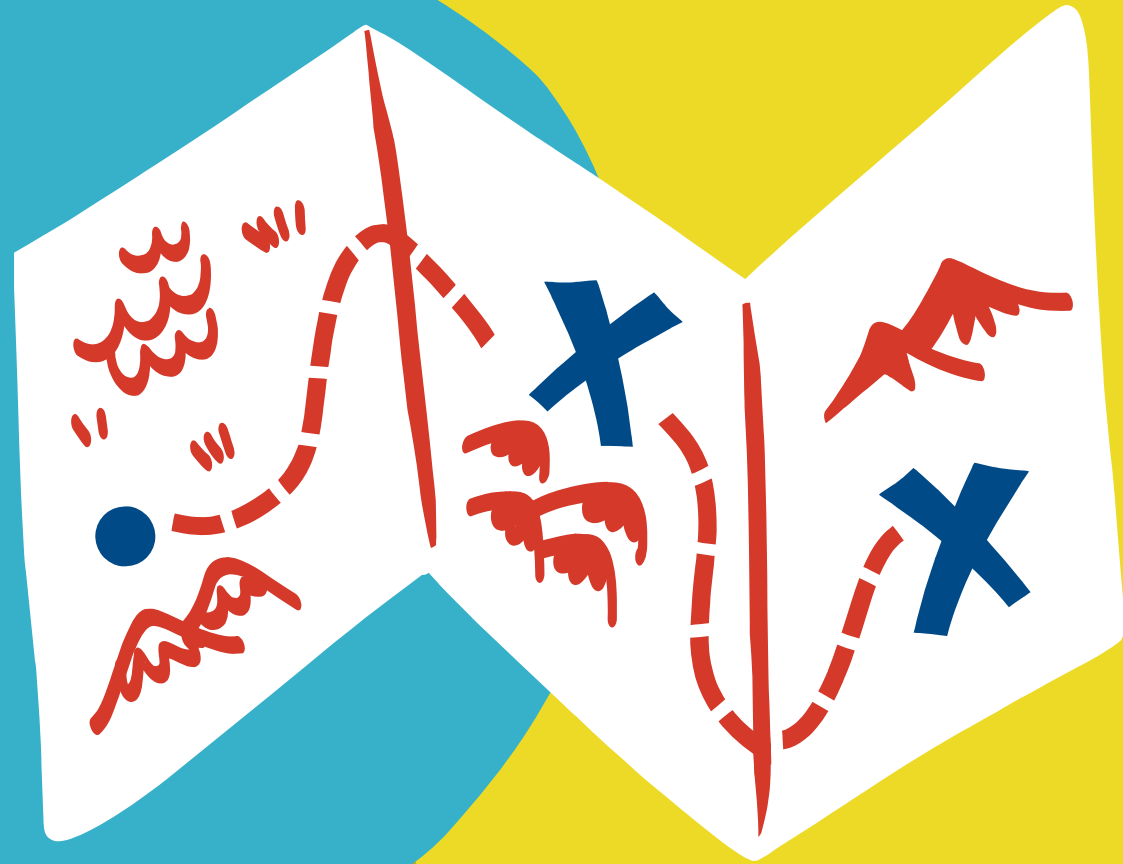
03

Completing an internship can often lead to better future employment opportunities.

04

Internships provide unique opportunities to watch and learn from professionals, be mentored, and gain confidence in your skills and abilities.

Steps to Make it Happen!*



***This will take time, effort and persistence!**

- 1** Create a strong Resume and Cover Letter
- 2** Search for positions that interest you
- 3** Apply, Apply, Apply
- 4** Interview (by phone, virtual and/or in person)
- 5** Accept a position, and start your internship experience!

Resume Basics

NAME/CONTACT HEADER

Name and Contact Info

(City & State, Phone, Email, LinkedIn link if applicable)

EDUCATION

School Name/Location, Degree & Concentration

Graduation date (or "Expected Graduation" date)

Consider listing relevant coursework, and Learning Clusters

Include Study Abroad information

EXPERIENCE

Chronological Format=list most recent experience first

Functional Format=focus on skills

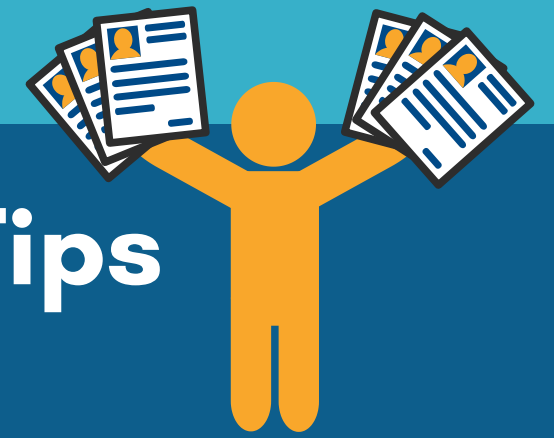
Start each bullet point with an *action verb*

Everything counts: volunteer work, unpaid experience, internships, relevant projects, etc.

SKILLS

Languages, Software platforms, Honors/Awards, etc.

Expert Tips



- One Page
- Concise, clear, easy to read
- Be consistent with formatting
- Use bullet points to list detailed information about work experience
- Avoid fancy fonts, color, and designs
- No Photo (Add to your LinkedIn profile instead)
- Avoid subjective self-rating elements (Focus on objective skills/knowledge)
- "Objectives" are only needed if your education & experience are different from the job you are applying for
- Prooofeerread... **PROOFREAD!**
- Save and send as a PDF file

WATCH: [CDO Resume Workshop](#)

LINK: [Resume templates](#)

LINK: [SUA Sample Resume](#)

Crafting a Cover Letter

A Cover Letter is a supplemental document helps to sell your qualifications to the reader, introduces yourself to an organization and creates the first impression of your ability to communicate.

A cover letter never travels alone - it is either with you or your resume.



Cover Letter Anatomy

- One page. Clear and concise. 3-4 paragraphs.
- **HEADER:** Your name and contact info
- **GREETING and INTRO:** Address to a real person if possible. State what position you are applying for, and include a hook.
- **MAIN BODY:** Highlights of your education, skills/experience, and why you are excited about the position and company. Use keywords from the job description.
- **CLOSE:** Reiterate your enthusiasm, refer to your resume, invite follow up.

LINK: [Cover Letter templates](#)

SEARCH

Use filters for:

- type of position ("Internship")
- location
- job title/industry
- date posted

Set up alerts to:

- notify you of new postings
- target job titles
- specific organizations

Utilize
**Job Search
engines**



LINK: [How to search for internship using Handshake](#)

LINK: [How to find a Summer Internship - Indeed.com](#)

Also consider:

Apply Directly with an Organization:

Many organizations have ongoing internship programs. Research organizations that interest you, and apply for a position directly through the company website! (You may have to carefully search the website for a Careers or Jobs, or Employment page.)

Utilize personal connections:

Use your personal connections to get the word out that you are seeking an internship. Connect with professors, former employers, community members, alumni, peers, family and friends about your internship search. Sometimes it's "not what you know, but who you know".



Create your own Internship:

If you are interested interning with an organization that doesn't appear have an internship program, create your own opportunity.

- Contact the organization and inquire about potential internship opportunities.
- Send a professional "Letter of Interest". LINK: [Example Here](#)

Connect with the Career Development & Internships Office to apply for SUA's:

InternX
INTERNSHIP EXPERIENCE PROGRAM

Steps to apply :

1. Meet with Internship Coordinator
2. Complete and submit Application
3. Create Handshake account
4. Participate in required activities
5. Interview for matched positions
6. Complete internship and submit all required paperwork

*Pilot Program,
beginning Fall '22

[LINK: Job Searching by Industry](#)

Looking for an INTERNSHIP?

Utilize a variety
of Job Search
Engines.

Recommended platforms:



CHEGG INTERNSHIPS
<https://www.internships.com/>

GOINGGLOBAL
<https://www.goinglobal.com>

HANDSHAKE
<https://joinhandshake.com>

IDEALIST.ORG
<https://www.idealists.org>

INDEED.COM
<https://indeed.com>

LINKEDIN.COM
<https://www.linkedin.com>

ORGANIZATIONAL WEBSITES
(Apply directly via an organization's Jobs/Career portal)

International Student Looking for an INTERNSHIP?

Check out these resources:



- **GoinGlobal.com** -- online tool accessible through portal with an H-1B Info section where international students can search for US employers who have sponsored for H-1B employment visas.
- **OPTnation.com** -- database of OPT jobs in select cities within the US.
- **InternationalStudentCareers.com**-- features resources related to all things global careers: online career courses, books, webinars, and how-to articles that answer international students' most challenging career questions.
- **MyVisaJobs.com** -- resource to see which employers have petitioned for H-1Bs in the past. This site also shows employers who have sponsored for Permanent Residency (Green Card)
- **Top 10 CPT STEM Employers** - SEVIS SAVVY is a website for international students who study abroad in the U.S.
- **Top 200 Employers for OPT Students** -- use this as a guide to look up companies who may be accepting International applicants
- **Top 200 Employers for CPT Students** -- use this as a guide to look up companies who may be accepting International applicants
- **UniworldOnline.com** -- Use this database to research companies based outside of the United States (such as your home country) that have branches in the U.S.

APPLY, APPLY, APPLY

Apply for all positions that interest you.
Apply early, apply often! **

Required:

- Resume
- Cover Letter

Definitely Required:

- Time and Persistence
- Positive attitude
- Persistence: *It may take many applications to find the right internship!*

May be required:

- Application Form
- Writing Sample
- Portfolio
- Transcripts

**** Many successful candidates report applying for 25-50 (or more!) positions before getting hired! ****

Apply Now

INTERVIEW!

DURING AN INTERVIEW

- Arrive 15 minutes early
- Dress for Success! Professional dress is required (even for virtual interviews).
- Bring copies of your resume in a portfolio/folder to pass out.
- Prepare a list or 3-4 questions for the interviewer tailored to the job description and company. (Example: "Which three things are most important to success in this role?")
- Smile, and be yourself

AFTER THE INTERVIEW

- Always send a **Thank You Note** to your interviewer (within 24 hours)!

How to have a stellar interview: ***PREPARE AND PRACTICE***

- Research the organization (know who they are, what they do, and why you want to work there)
- Review and practice "Questions to Expect"
- Develop your "Elevator Pitch"
- WATCH: Looking Good in Virtual Interviews
- WATCH: CDO Interviewing Workshop
- Schedule a "mock interview" with the CDO
- Use Interview Stream!

INTERVIEW QUESTION #1: "TELL ME ABOUT YOURSELF"

- Talk about your education, experience, and goals - especially as it relates to the position you are interviewing for. Think 30 second sales pitch about your knowledge/skills/abilities.

HINT: This is NOT a personal question! (They don't want to know your life story, how old you are, what you had for dinner, etc.)

Hired!

You got the INTERNSHIP...What's Next?

Most internships function much like a regular job:

- Be professional, punctual, and positive.
- Report to work when scheduled.
- Notify your site supervisor if you can't be at work.
- Keep you site supervisor informed about what you are working on.
- Communicate clearly and regularly with your supervisor.
- Take appropriate safety precautions if working around people and equipment.
- Look for learning opportunities in every task and don't be afraid to ask questions.
- Take initiative, look for ways to contribute, and follow-through.
- Put yourself out there and meet others.
- Take time during your experience to reflect on what you what you are learning, including how to articulate and discuss your new knowledge, skills, and growth.



How to Balance SCHOOL + INTERNSHIP



Time Management is key!

- Create a schedule
- Block-off time for school + time for work
- Find your ideal work environment...Quiet library? Busy lunch table?
- Keep an updated list of projects based on priority and due dates
- **STICK TO YOUR PLAN**

AFTER YOUR INTERNSHIP

REFLECT, ANALYZE, DECIDE ON NEXT STEPS

- Reflect on what you liked and disliked about your internship.
- What do you want to replicate in future experiences?
- What changes do you need to make to find a career, job, or workplace that is right for you?
- Analyze how well your internship aligned with your interests, strengths and values
- Decide where you want to go from here in your career development journey.
- Learn about other employers, build skills, and prepare for future applications.



KEEP IN TOUCH

- Continue connecting (in a friendly, professional manner) with your former internship site, supervisor, and co-workers.
- Ask if it is ok to use them in the future as a reference, connect with them on LinkedIn, and/or ask for a written letter of reference.
- You never know where these connections might lead in the future!

SEND A THANK YOU NOTE

When your internship is finished, send a note of thanks and appreciation to your internship supervisor. Not only is this a polite and professional thing to do, it will also make you memorable (in a GOOD way).



UPDATE YOUR RESUME

Add your Internship experience to your resume; include any new skills, abilities, and experience you gained.

INTERNATIONAL STUDENTS & CPT

International students can participate
in an internship with a CPT/OPT Authorization

APPLY

Search for a relevant part-time position (Max. 20 hours per week per semester; can be full-time over the summer)

SECURE AN INTERNSHIP

****It is critical that you do not start your internship until the start date printed on your CPT-endorsed I-20.****

COMPLETE PAPERWORK

CPT or OPT requires a string of approvals and signatures. This includes a brief justification (250 words) why this position is important to your program of study as well learning objectives. This is signed off by your prospective employer, the Career Development Office, the Faculty CPT Coordinator, and the Dean of Faculty.

You receive one academic unit for your CPT, you will need to provide weekly updates and a brief report when it is completed that addresses how your internship helped you achieve your learning objectives.

DEADLINES

The deadline for registering for spring/fall semester CPT is the semester Add/Drop date and the last day of spring semester classes for summer CPT. Please allow at least 2-3 weeks to assemble all the paperwork, collect all the required signatures and to be issued a new CPT-endorsed Form I-20.

[FOR MORE DETAILS CLICK HERE](#)



CDO RESOURCE LINKS



- [B2B \(Bridges 2 Business\)](#)
- [Connect Soka](#) (Student/Alumni connection portal)
- [Cover Letters](#)
- [GoinGlobal](#)
- [Graduate School Decision Making](#)
- [Handshake](#)
- [Instagram](#)
- [Interview Stream](#) (Virtual Practice)
- [Interviewing Webinar](#)
- [Job Search Resources](#)
- [Job Searching by Industry](#)
- [LIFELINE Webinar](#) (using Handshake, GoinGlobal)
- [MBTI \(Myers Briggs Type Inventory\)](#)
- CDO Newsletter Archive
- [O*NET](#)
- [Personal Branding](#)
- [Resume Building Webinar](#)
- [SII \(Strong Interest Inventory\)](#)
- [Spotify](#) (Friday 5 Podcast)



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