

Guide to Finding Internships

Internships are an essential stepping stone to professional success and an important part of the CUNY BA experience (See the “Passport to Opportunity” outlining essential integrating experiences.) Whether you’re a student in business, technology, the arts, or a unique interdisciplinary field, securing an internship can provide valuable hands-on experience, networking opportunities, and help you connect classroom learning to the real world.

1. Identify the Right Internship

Assess Your Interests and Goals

- Determine your career interests and how an internship aligns with them.
- Consider whether you prefer a corporate, startup, nonprofit, or government environment. What are your non-negotiables?
- Reflect on what skills you want to develop, how they fit into your long-term career plans, and how they can lead to different career paths.
 - TAKE ACTION:
 - Reflect on your values, with the Opportunity Network [values test](https://personalvalu.es/personal-values-test) <https://personalvalu.es/personal-values-test>
 - Make an appointment with a career advisor from your home campus to help you explore further
 - Small steps: Try low-commitment volunteer opportunities, informational interviews, micro-internships and short-term projects to explore your interests

Research Internship Opportunities

- **University Career Services:** Utilize your school’s career center for internship postings and advising.
- **Online Job Boards:** Websites like [Handshake](#), [LinkedIn](#), and [Indeed](#), have numerous listings. Check out the CUNY BA Handshake portal!
- **Company Websites:** Many companies post openings on their career pages before listing them on job boards. Set up job alerts, follow them on LinkedIn, and check their career pages often
- **Networking:** Leverage connections through professors, CUNY BA alumni, professional organizations, faculty members, and LinkedIn.
- **Career Fairs & Events:** Attend university or industry-sponsored career fairs and networking events.
- **Centralized Internship Platforms:**
 - [WayUp](#) - Focuses on internships and entry-level jobs.

- [Glassdoor](#) - Company reviews alongside job postings.
 - [InternMatch](#) - Dedicated to internship opportunities.
 - [Idealist](#) - Specializes in nonprofit and mission-driven internships.
 - [AngelList](#) - Ideal for startup internships.
 - [Dice.com](#) – Focused on tech jobs
- **Finding course credit for an internship:** [insert language about finding internship or independent study credit]

2. Craft a Strong Application

Build a Competitive Resume

- Tailor your resume to highlight relevant coursework, projects, leadership roles, and skills.
- Use strong action verbs and quantify achievements where possible.
- Keep it concise—one page for most undergraduate students.

Write a Standout Cover Letter

- Personalize your letter for each application; address it to a specific person if possible. Connect your skills to the job description.
- Showcase enthusiasm for the role and explain why you're a great fit.
- Highlight key experiences and how they align with the company's mission.

Optimize Your Online Presence

- Ensure your LinkedIn profile is up to date and aligns with your resume.
- Engage with content related to your field and connect with industry professionals.
- Clean up social media accounts to maintain a professional image.

Get Professional Expertise

- Make an appointment with a career advisor from your home campus to coach you on your resume, cover letter, online presence, etc.

3. Ace the Interview

Prepare for the Interview

- Research the company, its culture, and recent projects.
 - Use [Glassdoor](#) or Payscale <https://www.payscale.com/for-individuals/?tk=nav>
 - Meet with recruiters at career fairs and other events. They are the best source of information.
- Prepare responses to common interview questions using the [STAR \(Situation, Task, Action, Result\) method](#) to help you have examples ready.

- Have a set of [thoughtful questions](#) ready for the interviewer.

Professionalism and Presentation

- Dress appropriately for the industry (business formal or business casual as needed).
- Be punctual and arrive 5-10 minutes early.
- Maintain good posture, eye contact, and confident body language.

Follow-Up After the Interview

- Send a personalized thank-you email within 24 hours.
- Highlight key points from the conversation and reiterate your enthusiasm.
- If you don't hear back within the expected timeline, send a polite follow-up email.

4. Make the Most of Your Internship

Build Relationships and your Network

- Engage with colleagues and seek out mentors.
- Attend company events and networking opportunities.
- Stay in touch with professionals you meet even after your internship ends.

Develop Skills and Gain Experience

- Take initiative and volunteer for new projects.
- Seek feedback and work on improving your performance.
- Document your achievements for future job applications.

5. Transition from Internship to Full-Time Role

Express Interest in Full-Time Employment

- Communicate your interest in staying with the company if applicable.
- Ask about potential job openings and hiring timelines.
- Maintain professionalism and strong work ethic throughout your internship.

Leverage Your Internship Experience

- Update your resume and LinkedIn with new skills and accomplishments.
- Request recommendation letters from supervisors.
- Use your internship experience to apply for full-time roles, even if they're at different companies.

Best of luck in your search! Let us know how it goes