Internship Guide
A Resource for Finding Experiential Learning Opportunities

Lawrenceville
BLC 237 – 2nd Floor
(609) 896-5000 ext. 7488
careers@rider.edu

Princeton
Dean of Students Suite
(609) 921-7100 ext. 8217
wcccareers@rider.edu
CAREER SERVICES

Career Services provides a variety of opportunities for students to learn about open positions and interact with employers. While the office assists students with their internship search, it is the ultimate responsibility of each student to secure their opportunities.

We are located at the Burt Luedeke Center on the 2nd floor, 609-896-5000 ext. 7488

INTERNSHIPS 101

What is an internship?
An educational opportunity that combines academic knowledge from the classroom and practical skills while gaining experience that is aligned with career goals

What are the benefits of an internship?
- Learn more about a chosen field; become more knowledgeable about general work functions in particular areas.
- Apply classroom theory to real work situations; gain hands-on experience
- Become familiar with organizational cultures; test compatibility of chosen major and company in advance of graduation and full-time employment
- Become more marketable when entering the workforce by gaining valuable skills and confidence
- In some cases, earn money and defray a portion of college expenses
- Establish a professional network, and strengthen resume
- Possibly secure a full-time position

When should I start searching for an internship?
Generally students may begin searching sophomore year. Start early! For summer internship, start searching in early spring. Fall and spring internships are limited, so it is important to apply promptly. Employers use a variety of methods to advertise and recruit interns, so you will need to use a variety of search strategies.

Are internships paid or unpaid?
Some internships are paid, but it depends on organization’s preferences, the career field and financial conditions. Keep in mind, the experience you will gain is more valuable than compensation.

Can I create my own internship opportunity?
Absolutely! To learn how, contact Career Services for an appointment.

Can I receive academic credit for my internship?
If you identify an internship through Career Services or on your own and wish to receive academic credit for that internship, you must meet with the appropriate Faculty Internship Coordinator for approval prior to starting the internship.

Am I guaranteed a position?
No. Applying for internships is competitive, just like finding a job. Your resume and qualifications will be evaluated and may be followed by an interview process. Students with a higher GPA and appropriate extracurricular experience are often likely to receive offers.
WHERE DO I FIND AN INTERNSHIP

Career Services Office – We can give you strategies on finding an internship, help you spruce up your resume and give tips on specific industries. You can also check our Broncs Career Link for postings.

Major/Minor Department – Faculty members and department internship coordinators are a good source for internships or for networking purposes.

Alumni Relations Office - Alumni are a great source for internships and basic networking purposes.

Networking – Reach out to your network, through faculty, employers, family, friends and social networking websites and connect to sources they made lead you into the right direction.

Career Fairs – Most employers have internship opportunities considering the benefits to their organization. Career fairs are not only for finding jobs, but also for finding where you can obtain internship experience.

Company/Organization Websites – Most websites will have a page dedicated to internships or experience programs that are offered. If you have already identified a specific set of companies where you would like to intern, you should consider going straight to the source by visiting the career section of each company's Website.

Internship Websites – These sites can be general or for specific industries, but can be a great source to search for internship opportunities. Please see Page 14 for a detailed list.

Job search Websites – These sites are not only geared towards jobs, but can also be used to find internship opportunities.

Paper sources - There are some great print sources of internships such as magazines, newspapers, books and periodicals. These can be found in your Career Office Library, any library or your local bookstore.

Cold Contact – If you know your specific area and location, you can obtain a list of local businesses from the local Chamber of Commerce. This would be a last resort as most companies have online protocols for internship programs and selection.

INTERNSHIP CHECKLIST

✓ Research your skills, interests, and values and explore your goals for having an internship
✓ Make an appointment with Career Services to:
  o Discover resources for finding internships including
  o Learn about the Broncs Career Link
  o Update resume
  o Learn how to write a cover letter
  o Learn more about the internship process
  o Set up a mock interview
✓ Identify employers and research their internship opportunities
✓ Network – Use your contacts (friends, family, faculty, alumni)
✓ Apply for internships and follow up with the employers to check on the status of your application.
✓ Attend interviews and send thank you letters accordingly
✓ Evaluate offers and accept the internship that best fits you and your goals.
How to Find Your Ideal Internship

by Randall S. Hansen, Ph.D.

Congratulations! By reading this article you are taking the necessary steps for achieving greater career and job-search success upon graduation from college. Internships are invaluable learning experiences for college students -- and almost a necessity for any college graduate. Employers are demanding that college grads have "real world" experience, and internships are one of the best ways for college students to get that experience.

So how do you find your ideal internship? It's a three-step process: Determine Your Internship Goals, Prepare/Polish Your Job Search Skills, and Find/Track down Internship Sources.

Determine Your Internship Goals
Before you can even start thinking about finding an internship, you need to spend time reflecting on your goals for obtaining an internship. Consider these questions:

• What are your specific career interests? An internship is a great tool to help you define your career goals. For example, if you're majoring in history, but have an eye on a political career, you might consider an internship with a local or state politician. Or, an internship can help further refine your career goals. For example, if you're a marketing major but not sure whether you want to go into advertising or public relations, you should consider getting internships in both areas to help you decide which is best for you.

• Why do you want an internship -- and what do you hope to gain from it? There are multiple reasons for obtaining an internship, including answering the question above. Other possible reasons include learning new skills, gaining networking connections, adding work experience to your resume, and as an entry point that you hope leads to a full-time position with the employer when you graduate.

• What type of organization are you interested in? Organizations come in all sizes and shapes, from Fortune 500 companies to not-for-profit organizations. What are you looking for? Issues to consider include size, ownership, corporate culture, etc.

• What industry would be best for your needs? Even when you know exactly what you want to do, you can still be uncertain about the type of industry that best suits you. For example, if you are a natural-born salesperson, you really have the option of working in any industry, but pharmaceutical sales are quite different from selling insurance.

• Where do you want to have your internship? If your internship is during the regular semester, you obviously need an internship close to your college campus, but during the summer months you may wish to have an internship near home so you can save on expenses (and enjoy mom or dad's cooking/laundry service/etc.) or in a location where you hope to land a full-time position when you graduate -- or just to experience a place in which you have never lived before.

• Will you consider both paid and nonpaid internships? It would be great if all internships paid, but in reality a large number do not - especially in certain industries. So, you need to decide whether you can afford to not get paid during your internship. One more thing; while it is not always the case, paid internships tend to be more professional (and you do less grunt work) because the employer wants to get its money worth from you.

• Do you want college credit for the internship? Many colleges offer at least some college credit for internships. The plus side (besides earning the credits) is that there is usually an internship program with an established list of employers and internships available to you. The down side is that there may be more restrictions on the type and amount of work you can do based on the program guidelines.
Your 60-Second Commercial
by Eva Kubu

Use the following guidelines to develop an introduction to use when meeting employers at career fairs and other networking events. Your goal is to create a positive and lasting impression in a brief amount of time.

RESEARCH

• Preview the list of organizations participating in the event and plan a strategy for the day. Put together an “A” list and a “B” list of employers you want to target. Lists of participating employers at Rider career fairs are available on the Broncs Career Link.

• Research all the employers on your “A” list. Look for current facts about the employer, including press releases announcing new projects or developments that will help you make an impression on recruiters.

  Current Facts

  1. ______________________________________________________________________________________________
  2. ______________________________________________________________________________________________

• Review job descriptions pertinent to your major for employer requirements. Note specific knowledge, skills and abilities they seek. List academic or employment experiences and activities where you demonstrated these skills.

  The employer is seeking:

  1. ______________________________________________________________________________________________
  2. ______________________________________________________________________________________________
  3. ______________________________________________________________________________________________
  4. ______________________________________________________________________________________________

  My qualifications and selling points:

  1. ______________________________________________________________________________________________
  2. ______________________________________________________________________________________________
  3. ______________________________________________________________________________________________
  4. ______________________________________________________________________________________________

• Review the employer’s mission statement and look for key words that indicate the personal qualities the organization values in their employees. List 2 or 3 of your personal qualities that closely match.

  My personal qualities:

  1. ___________________________________________  2. ___________________________________________
  3. ___________________________________________
  4. ___________________________________________

DEVELOP YOUR INTRODUCTION

Review the sample below. Using the information above, prepare and practice a brief (60-second) commercial or introduction to use when meeting employer representatives.

Hello, my name is _______. I am currently a junior, majoring in economics and working part-time as a supervisor at Rider Campus Information Services. This role has enhanced my communication, management and leadership skills. In addition, I had an internship over the summer with ABC Company where I worked in a team environment on a variety of marketing and website development projects. I recently read an article about your company’s plans for business growth in the Northeast, and I’m interested in learning more.

Notes:
(1) Practice your introduction with a friend or career counselor so it sounds conversational rather than rehearsed.
(2) You may want to break your opening remarks into two or three segments rather than delivering it all at once.
Good luck with that all-important first impression!
Telephone Networking Tips

Review the following guidelines when calling employers or networking contacts.

1. Introduce yourself by stating your name, your year at Rider, and your major.
2. Mention the name of the person or organization that referred you.
3. Ask if you have reached the contact at a good time and, if not, ask when would be a more convenient time.
4. Indicate that you are conducting a networking campaign to identify individuals who can offer advice about how to pursue opportunities in the field.
5. Ask if the contact would be willing to meet you for an informational interview and when would be a convenient day and time.
6. Prepare a list of questions about the field and typical career paths. Ask open-ended questions to facilitate discussion.
7. Keep your conversation brief and be sure to express appreciation.

Sample Script
Hello, my name is ________ and I am currently a __________ at Rider University, majoring in _______. I (was given your name by) (know you have extensive experience in...)(recently sent you an email). Is this a good time?
I am calling to seek your advice because of your experience in the field of __________. Your insight about trends and future prospects in the industry would be helpful as I begin my (career research) (job search). Would you be willing to meet with me for an informational interview?

Career Fair Tips

A. Prior to the Career Fair
1. Plan to wear a professional outfit—first impressions are critical and lasting
   • Do not wear jeans, t-shirts, wrinkled clothes, sneakers or hats.
   • Employers strongly discourage mini skirts, tank/ halter/sleeveless tops, low cut or tight fitting shirts, facial or tongue piercings, and visible tattoos.
   • Women—wear a suit, pants suit, blazer with skirt or dress, conservative color, no heavy jewelry or perfume.
   • Men—wear a suit, jacket & tie with slacks, conservative color, no heavy cologne or after-shave.
2. Prepare plenty of copies of your resume—more than you think you’ll need
   • Have an attractive resume on good quality paper, using bold, underline, and bullets; we strongly suggest white or other neutral-color paper.
   • Check carefully for typos, spelling, and grammar errors.
   • Have it critiqued at Career Services.
   • Keep your resume in a folder or portfolio at the event. Do not bring them to the career fair on a disk.
   • Also prepare a scannable resume free of special effects so it can be scanned into the employer’s applicant tracking system for online screening.
3. Familiarize yourself with the employers
   • Decide which employers you want to speak with and prioritize them—a list of participating employers is available on our website two weeks prior to each event.

B. At the Career Fair
1. Come early in the day—employers are at their peak and there is less competition
   • Bring a pen, folder or portfolio for your resumes, and perhaps a pad of paper.
   • Carry as little as possible (no coats or backpacks, etc.).
   • Turn off cell phones in the employer areas.
2. Approach employer representatives with confidence
   • Introduce yourself, make good eye contact, and offer a firm handshake.
   • Give the recruiter your resume and tell him/her about yourself and your career interests.
   • Ask questions about job openings/descriptions, the organization, application procedures, etc.
   • Collect business cards and employer literature.
3. Speak with as many employers as possible
   • Visit your top choices first. Avoid standing in a long line to speak with one recruiter when you could talk with 3 or 4 others in the same time period.

C. After the Career Fair
1. Send a thank you letter or email message restating your interest to those employers in which you are particularly interested. Include a copy of your resume. Since most candidates will not follow up with employers after the career fair, this will make you stand out.
“Tell Me About Yourself”
The Two-Minute Drill
by Eva Kubu

Interviews often begin with this question. Sometimes students do not know where to begin, how much information to provide, or how to end their response. Use the worksheet below to outline and develop a well-rehearsed summary of your education and experience that includes how you became interested in the field and some of your most significant accomplishments or strengths.

Education
Begin with your education. Mention your year in school, your major(s) and minor, and how you became interested in the field. You can include your GPA (if 3.0 or higher), skills you have learned, or an example of an academic project. You can also mention memberships in campus organizations and any leadership roles.

____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________

Work Experience
Discuss your current position, if you are currently working. If you worked in the past, mention past job(s). Focus on transferable skills that would be valuable to employers in the field, professional accomplishments or recognition you received.

____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________

Key Strengths
Based on your research of the organization, mention two key strengths that match their requirements.

1. ______________________________________

2. ______________________________________

Your Future
End with why you are interested in working for the organization. State that you look forward to learning more about how you might be able to contribute your skills, talents, and experience in the future.

____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________

Example
I am currently a junior at Rider University, majoring in computer science. I became interested in computers at a young age and took a few college-level programming courses while in high school, which helped me decide on my major.

I have excelled in all my coursework at Rider, while working 20 hours a week at the University Computing Center in a technical support role. I enjoy assisting users and problem solving, because it is challenging and I learn something new every day.

In addition to this, I had an opportunity to intern over the summer with XYZ Company, where I contributed to software development projects, including database design. I am particularly interested in this area and this is where I would like to begin my career.

In reviewing the job description, I was drawn to the database design aspects where I feel I would be able to make an immediate contribution. I look forward to learning more about your MIS department and the challenges of the position.

Practice
Using your notes, develop your response and then schedule a mock interview with one of our career counselors to practice your oral delivery. Your response should be approximately two minutes in length.
November 24, 2009

Dear [Recipient Name]:

Thank you for speaking with me at the recent Rider University Career Fair. Our conversation made a striking impression on me, and I am interested in any internship opportunities [Company name] has to offer.

As we discussed, I have enclosed my resume as a follow-up to our discussion. Allow me to provide this brief overview of what I can offer [Company name]:

Leadership: Student Government Vice President, Sorority President, Big Sister Volunteer while maintaining a 3.5 GPA.

Interpersonal Strengths: I am pleased to report that my professors describe me reliable, positive, and passionate about my field of study.

Goals: My obtaining experience in your company, I will have reached my career goals which are [X, Y and Z].

I look forward to the possibility of discussing my qualifications in further detail. Thank you again for your time at the career fair. I hope to hear from you soon.

Sincerely,

[Your name]

Enclosure
NETWORKING LETTER

Your Name
Your Present Address
City, State, Zip Code
Telephone Number
Date of Writing

Employer’s Name
Title
Name of Organization
Street Address
City, State, Zip Code

Dear Mr. Blank:

1st paragraph – Make a connection! Tell how you heard of the company and contact person – i.e. past presentation, website, the name of the newspaper. State who referred you to the contact, if applicable, and why they referred you. Also, if you state a common interest, such as having attended the same college, state it here.

2nd paragraph – State a purpose! Describe the reasons why you want to connect with them and what you are looking to accomplish. State how your qualifications and future goals/plans may help both you and the contact in future endeavors. Give examples of your skills and past experiences that may help you create a connection with the contact.

3rd paragraph – Request a meeting! You may want to state specifically when you plan to call or write about arranging a brief meeting. Thank them for considering your request.

Sincerely yours,

Hand-written signature

Your typed name
Dear Ms. Heather Smith,

After reading about Prospero’s aggressive and successful publicity campaigns in the October 14 edition of *Boston Business Journal*, I began researching your firm as part of my own campaign to explore careers in communication. Knowing my interest in Prospero, Dr. John Smith, my Communications professor, gave me your name as one of his former students.

Would you be willing to speak with me about your work at Prospero and your own career path?

I see corporate communications as an area where I can offer an employer organizational, interpersonal, and writing skills. For example, while working last year in Rider University’s Alumni Relations office, I was in charge of promoting the Fall Alumni Reunion Bash. I designed and implemented an innovative mail campaign that targeted more than 19,000 letters to seven different audiences. Attendance increased 36 percent over the previous four years.

Based on my experience with audience analysis and communication, I would like to learn more about careers where I can use these skills. I welcome your advice. I’ll call you within the next week to see if you might be able to meet with me at your convenience. In the meantime, if you’d like to reach me, my contact information is (609) 555-9887 and lee@rider.edu.

Thanks for considering a request from a member of the Rider Class of 2006.

Sincerely,

*Ray Lee* (signature)

Ray Lee
Many people use the classified ads as their sole job search technique. Unfortunately, statistics show that only 10% to 20% of jobs are ever published—which means that 80% to 90% of jobs remain hidden in the job market. For this reason, networking remains the number one job search strategy.

Networking Defined
A network is a group of supporters who serve as resources for your job search and ultimately for your career. Some great contacts might include people you meet at business and social meetings who provide you with career information and advice. Students often hesitate to network because they feel awkward asking for help, but it should be an integral part of any job search. Though you might feel nervous when approaching a potential contact, networking is a skill that develops with practice, so don’t give up. Most people love to talk about themselves and their jobs and are willing to give realistic—and free—advice.

Eight Keys to Networking
1. Be Prepared First, define what information you need and what you are trying to accomplish. Your purpose is to get to know people who can provide information regarding careers and leads. Some of the many benefits of networking include increased visibility within your field, propelling your professional development, finding mentors, increasing your chances of promotion, and perhaps finding your next job.

Second, know yourself—your education, experience and skills. Practice a concise, one-minute presentation of yourself so that people will know the kinds of areas in which you are interested. Your networking meeting should include the following elements: introduction, self-overview, Q&A, obtaining referrals, and closing.

2. Be Targeted Identify your network. For some, “I don’t have a network. I don’t know anyone,” may be your first reaction. Start by listing everyone you know who are potential prospects: family members, friends, faculty, neighbors, classmates, alumni, bosses, co-workers, and community associates. Attend meetings of organizations in your field of interest and get involved. You never know where you are going to meet someone who could lead you to your next job.

Questions to Ask During Networking Meetings
• What do you like most (least) about your work?
• Can you describe a typical workday or week?
• What type of education and experience do you need to remain successful in this field?
• What are the future career opportunities in this field?
• What advice would you give to someone trying to break into this field?
• What are the challenges in balancing work and personal life?
• Why do people enter/leave this field or company?
• Which companies have the best track record for promoting minorities?
• With whom would you recommend I speak? When I call, may I use your name?

3. Be Professional Ask your networking prospects for advice—not for a job. Your meetings should be a source of career information, advice, and contacts. Start with a firm handshake, eye contact and a warm smile. Focus on asking for one thing at a time.

4. Be Patient Heena Noorani, research analyst with New York-based Thomson Financial, recommends avoiding the feeling of discouragement if networking does not provide immediate results. She advises, “Be prepared for a slow down after you get started. Stay politely persistent with your leads and build momentum. Networking is like gardening: You do not plant the seed, then quickly harvest. Networking requires cultivation that takes time and effort for the process to pay off.”

5. Be Focused on Quality—Not Quantity In a large group setting, circulate and meet people, but don’t try to talk to everyone. It’s better to have a few meaningful conversations than 50 hasty introductions. Don’t cling to people you already know; you’re unlikely to build new contacts that way. If you are at a reception, be sure to wear a nametag and collect or exchange business cards, so you can later contact the people you meet.

6. Be Referral-Centered The person you are networking with may not have a job opening, but he or she may know someone who is hiring. The key is to exchange information and then expand your network by obtaining additional referrals each time you meet someone new. Be sure to mention the person who referred you.

7. Be Proactive Stay organized and track your networking meetings. Keep a list of your contacts and update it frequently with the names of any leads given to you. Send a thank-you note or email if appropriate. Ask if you can follow-up the conversation with a phone call, or even better, with a more in-depth meeting in the near future.

8. Be Dedicated to Networking Most importantly, networking should be ongoing. You will want to stay in touch with contacts over the long haul—not just when you need something. Make networking part of your long-term career plan.

Dos & Don’ts of Networking
• Do keep one hand free from a briefcase or purse so you can shake hands when necessary.
• Do bring copies of your resume.
• Don’t tell them your life story; you are dealing with busy people, so get right to the point.
• Don’t be shy or afraid to ask for what you need.
• Don’t pass up opportunities to network.

Written by Thomas J. Denham, managing partner and career counselor of Careers in Transition LLC.
INFORMATIONAL INTERVIEWING

One of the best sources for gathering information about what is happening in an occupational or career field is to talk to people working in the field. This process is called informational or research interviewing. An informational interview is an interview that you initiate—you ask the questions. The purpose is to obtain information, not to get a job.

Following are some good REASONS TO CONDUCT INFORMATIONAL INTERVIEWS.

- To explore careers and clarify your career goals
- To discover employment opportunities that are not advertised
- To expand your professional network
- To build confidence for your job interviews
- To access the most up-to-date career information
- To identify your professional strengths and weaknesses

Steps for effective interviewing:

A. Prepare for the interview: Know what you want to say about yourself and your abilities; know the questions to which you are seeking answers.

B. Attitude and appearance: First impressions are important. You must present an attitude and appearance that will appear to the interviewer. Be positive.

C. Structure of the interview: The interview usually consists of three distinct parts:

1. Introduction: The “icebreaker” portion of the interview. The interviewer will set the tone by establishing a positive atmosphere to put you at ease. First impressions will be influenced by your appearance and attitude.
2. Body: requesting specific information. During this part of the interview, you must be prepared to ask intelligent questions, which will show you have done some research and that you have an interest in this opportunity.
3. Close: concluding the interview. Exit from the interview as soon as courtesy allows you to do so, but only after expressing a sincere interest in the career and appreciation of the assistance you received. One of your most important objectives is to get this person to refer you to other people who can be helpful to you, too.

D. Request Name: of additional contact persons in the field.
E. Follow up: the interview with a thank-you note within one week of the interview.

Adapted from 1.)The Wisconsin Dept. of Industry, Labor, and Human Relations 2) The “Information Interviewing: How to get the ‘Inside’ Story on Careers” handout
SAMPLE QUESTIONS FOR INFORMATIONAL INTERVIEWING

- How do you like your career?
- What do you do during a typical day?
- How did you enter this job/career field?
- What would you have done differently in your career?
- What are your career prospects/job outlooks in this career area?
- What are the emerging jobs in this career area?
- How would you recommend that someone try to break into this field?
- What educational background is required?
- What kind of experience would help in this career?
- What are the trends in this field?
- What are the disadvantages and advantages in being in this field?
- What types of people work in this field?
- How does one get training in this career?
- What are the employee benefits/beginning salaries like?
- What are the mobility possibilities in this career? Between Companies? Between States? Outside of the country?
- What type of technology is integrated into this career?
- What recommendations do you have for an entry-level person considering this career?
- What kind of work schedule options does this career afford? (e.g., overtime, flex-time, part-time, job sharing, flex-pace, travel, on-call basis, 9-5, etc.
- What rewards do you get from your job/career?
- Is your job philosophically consistent with your values?
- What is the work environment like (pressures, noisy, interruptions, air-flow, smoking, office set up)?
- What combination of skills, abilities, and aptitudes would be valuable in this field?
- How much independence do you have in your job?
- How can I learn more about this career/job?
- What effect does this career/job have on your lifestyle? Social or family life?
Top 10 Tips for Interns

by Bradley Richardson

1. Don’t be afraid to talk with people. Don’t be intimidated because you are a student. People are sometimes too busy to roll out the red carpet, so you have to make the first move to talk with coworkers and supervisors.

2. Ask for things to do. Don’t wait to be told what to do. Solving problems and taking initiative are the best ways to stand out from the crowd.

3. Learn all you can about the industry. Talk with people in different departments as well as clients and vendors.

4. Read everything you get your hands on. You won’t find everything you need to know in the training manual. Reading contracts, letters, memos, press releases, trade publications help you become informed on all elements of the business.

5. Don’t gripe about the grunt work. There is always something more to learn. How long you do grunt work depends on what you make of it. Everything has a purpose, so learn how the small tasks fit into the big picture.

6. Milk the fact that you are a student. As a student you aren’t threatening and can have more access and opportunities than a full employee. Everyone wants to help a student learn.

7. Hitch your wagon to a star. Learn from the people who are the superstar performers and most respected individuals in the office.


9. Ask to attend meetings and events. You will learn how things really get done.

10. Don’t burn any bridges. You never know when you will see someone later in your career.
GENERAL INTERNSHIP SPECIFIC WEBSITES

https://www.myinterfase.com/rider/student: The Broncs Career Link, only for Rider students to search internships and job postings from employers looking for Rider students.

http://www.internshipprograms.com: This site offers information by company or region. It also has a mailing list where students can join, chat, and post messages.


http://www.aftercollege.com/job-channel/internships: Entry-level jobs and internships for students of nursing, engineering, business and all disciplines.


http://www.careerrookie.com: Connects students and recent graduates seeking internships, part-time jobs and entry level jobs with the nation's top employers.

http://campuscareercenter.com: Connecting college and university students with entry-level jobs, internships, and career opportunities at leading global companies.

http://www.collegerecruiter.com: Use this site for internships as well as entry level jobs.

http://www.usaintern.com: Search for internships in NJ as well as NY and PA.

http://www.internsearch.com: University Internship Services, direct career connections for entertainment, health, and sports management.

http://www.idealist.org: A "global clearinghouse of nonprofit and volunteering resources", offering a directory of volunteer opportunities and other resources.


http://www.thesca.org: Provides students of all ages in the USA the opportunity to serve and protect national parks, forests and urban communities.

http://www.studentjobs.gov: Provides detailed information on all student hiring programs in the federal government including summer employment, the Outstanding Scholars program, etc.


http://bio-1.rutgers.edu: Internship and fellowship opportunities in Life Science disciplines include, but are not exclusive to: biology, chemistry, physics, biotechnology, bioengineering and bioinformatics.

http://www.internjobs.com: Internships for students, recent graduates and seasoned workers looking for new opportunities.


http://www.creativejobscentral.com: Offers thousands of quality internship listings in popular industries including fashion jobs, photography jobs, event planning jobs and more.

http://www.globalexperiences.com: Provides international internships, summer internships and fashion programs. Also offers intern abroad programs and foreign language training.


*Also check general job search sites and company direct websites for internship opportunities*
ARTS INTERNSHIP SPECIFIC WEBSITES

https://www.artistplacement.com: Creative internships from visual and performing arts to writing and music (must make an appointment with a career counselor for listings).


http://americantheatrewing.org/theatreinterngroup: American Theatre Wing


http://www.juilliard.edu/about/profintern.html: Julliard Professional Internship Program

http://www.lincolncenter.org/asc_load_screen.asp?screen=volunteer: Lincoln Center Volunteer opportunities

http://www.metmuseum.org/education/er_internship.asp: Metropolitan Museum of Art Internships

http://www.moma.org/about/internships: Museum of Modern Art internship program

http://www.paleycenter.org/about-internships: Paley Center for Media Internships

http://www.philagrafika.org/internships.html: Administrative internship experiences in the Philadelphia arts


http://vpa.syr.edu/index.cfm/page/graduate-museum-studies-internship-sites: Syracuse U Art internship sites
For appointments and additional information, please contact:

Office of Career Services
BLC 237 - 2nd Floor
(609) 896-5000 ext. 7488