There is more than one way to find an internship. Much like finding a job that’s a good fit, locating an internship can take time, commitment, and creativity. The resources below are all good avenues to explore, but to find an internship that suits your interests and career goals you may have to try several different approaches.

1 The first step in approaching your search is BRAINSTORMING what you want in an internship and what you want to achieve from it. Asking yourself questions now will help shape your search and may help you come up with organizations or professional contacts that may be relevant to your search.

Ask yourself:
- What type of company or organization do I want to work for?
- What type of work do I hope to do?
- What skills do I want to learn or expand upon?
- How would this work relate to my academic coursework and career goals?

Generally, there are three types of internships:

**Advertised positions** are those that are created and advertised widely by the organization that is hosting the internship. Candidates find and apply for these positions in much the same way that they apply for a traditional job, with a resume and tailored cover letter.

**Hidden internships** are those that are created, but not widely advertised by the host organization. Discovering this type of internship will usually require networking.

**Self-created internships** usually take place in organizations that don’t yet have an internship program in place. Through networking or research, the intern discovers and approaches an organization, and the intern and organization work together to create the internship.

Perhaps you aren’t sure exactly what you want to do for your internship. Maybe it would help to talk with someone in a particular career area to get first-hand information.

**Informational interviews** are some of the very best ways of gathering information about potential careers and might also help open doors to opportunities that may not be posted anywhere. It is important to note that informational interviews should not be thought of as a means through which to obtain a job or internship; they are specifically for gathering career-related information. However, it is possible that opportunities for internships or jobs could arise from your interviews, as they offer the potential to widen your professional network and give you greater insight into the organization.

Advising & Career Services
University Services Building 402
503.725.4005 internships@pdx.edu
http://www.pdx.edu/careers/internships
You may want to begin by searching **online databases** and job-posting sites to determine what opportunities there are for advertised positions. **CareerConnect** is a job and internship database exclusively for PSU students and alumni. Keep in mind that no single database or job board has all positions, so be sure to explore multiple resources. Also, note that this is the most popular way to search for internships because it requires less personal effort, which means that **the competition for advertised positions of quality can be quite high**.

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**NET WORK**

Discover a hidden internship or create a new internship opportunity. The following are resources you can use to identify organizations of interest.

- **Faculty and academic advisers** in your department of study are great resources and may know which organizations regularly host internships. As active members of their field, faculty may also very well know someone in the organization with whom they could connect you.

- **Speak with family, friends, and community members.** Spread the word that you’re looking for an internship with a community partner. **Networking** is a key part of any job search and the same holds true for an internship search. Try to connect with someone already working with a community partner to find out about opportunities.

- **Review the What can I do with a degree in...? page** for your major on the ACS website. The webpage will offer a list of job postings that have been advertised at PSU and for which the employer sought students within your major. These lists give you direct access to the names of organizations that have a track record of seeking PSU students with skills in your academic area. You can use this knowledge to tailor a list of organizations to research and potentially contact. The pages also feature lists of **professional associations**, whose websites can offer everything from job listings to professional events. Attending events with professionals in your field is a great way to make connections and gain exposure to organizations that might be willing to host you as an intern.

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**Internship Search Checklist:**

- Brainstorm: What type of company or organization do I want to work for? What type of work do I hope to do? What skills do I want to learn or expand upon? How would this work relate to my academic coursework and career goals?
- Consider whether informational interviews might be a good approach in your search
- Search online jobs databases, professional associations’ webpages, and organizational or company webpages
- Network, network, network: Talk to faculty, advisers, family, friends, classmates, and community members
- Use the online and in-person resources at ACS throughout your search

**Application Toolkit Checklist:**

- Create or update your résumé and bring to ACS for review
- Write a cover letter tailored to the specific position or organization
- Research the organization or company in preparation for your interview
- Brush up on your interview skills by doing a mock interview or attending an interviewing workshop at ACS

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*Portland State University*