Finding an Internship

Internships are a great way to...
• Gain career-related skills and abilities
• Apply theories learned in the classroom to the workplace
• Acquire a better understanding of the professional demands and requirements of a particular career field
• Gain confidence in making the transition from the academic atmosphere to the world of work

An Internship may be...
• Related to a student’s academic major/minor
• Helpful to a student who is DECIDING on a major or minor area of study
• Conducted during the summer or the academic year
• Paid or volunteer, depending on the employer
• For academic credit or not, determined by each college at MU

How to Find an Internship...
1. Define what type of internship you are seeking.

2. Determine where you are willing to go. Would you like Milwaukee, a particular city, or are you open to going anywhere? The “I’ll take anything approach” is not very effective. Employers want to have a sense of your career direction and what types of skills you are looking to gain.

3. Put together a resume and a rough draft of a cover letter. You can get information on how to write resumes and cover letters on the Southwestern Assemblies of God University Career Services Center website or pick up a Resume/Cover Letter packet in the Resource Center. Use a blank word document to compose your resume. We recommend that you do NOT use the resume template program in Word.

4. Make an appointment to have a career counselor or intern critique your resume and cover letter. Next, make appropriate changes to the resume and cover letter and have someone look over it one more time if necessary. Both your resume and cover letter should be error free when you send it out to employers. Misspellings and grammatical errors make a very bad first impression and will most likely prevent you from getting an interview.

5. Compile a list of organizations that meet your criteria. This will help you come up with a Target List of employers.

   • Directories
   • Web sites
   • Phone books
   • Networking

6. Research the organization before applying and be sure to include specific information on why you want to work for that organization in your cover letter.
7. Send out resumes and cover letters or inquiry letters on resume paper to apply. You can also see if the company accepts applications via e-mail or has an on-line application process. If they do, be sure to send both your resume and cover letter and any additional information they request.

8. Register on MU CareerTRAK. Stop in for an orientation to this registration process. This will:
   - Allow you to search the internships posted with Marquette
   - Submit your resume for any on-campus internship interviews
   - Include your resume in the referral system for employers

9. Attend Career/Internship Fairs. Hand out your resume and talk to employers about internship opportunities with their organization.

10. Take the time to thoroughly research organizations before interviewing with them. Interviewers are very impressed with interviewees who know a lot about their organization so this step is extremely important.

11. Practice interviewing skills. Pick up a handout on frequently asked interview questions to prepare. You may also schedule a mock interview with a career counselor.

**Internship Books:**
- The Best 106 Internships
- The Internship Bible
- Peterson’s Internships
- America’s Top Internships

**Internship resources via the Career Services Website:** [www.sagu.edu/careerservices](http://www.sagu.edu/careerservices)