Landing an Internship

Internship Basics
• Get career-related experience, test out career interests, develop marketable skills, build your network
• Paid and unpaid internships are available
• Typically 15-20 hours per week for a semester (or longer), pay range is $10-13/hour
• May be for credit (arranged through academic department as part of an internship course or as a directed study)
• Primary internship posting sites for Suffolk students – suffolk.experience.com (password: madrid) and suffolk.careershift.com
• Paid internships require an appointment with one of our counselors and completion of freshmen year with a minimum 2.5 GPA

Plan of Action
• Start early – expect it to take 4-8 weeks
• Make an appointment with an internship counselor and register with suffolk.experience.com
• Review/Revise your resume with your counselor
• Contact the faculty member in your internship class for additional leads
• Approach multiple employers and follow-up
• Persist until you land an internship

Sources for Internships
• suffolk.experience.com (password: madrid)
• suffolk.careershift.com
• idealist.org (non-profits)
• internhub.com (Boston Chamber of Commerce)
• internships.com
• indeed.com, simplyhired.com
• LinkedIn.com
• Professional association websites

Winning Resumes – Your 30 Second Commercial
• Catchy – visually appealing and compelling
• Concise – one page
• Content specific – targeted to your interests
• Categorized and organized logically – contact info, objective, education, experience (related & additional), skills, activities, interests
• Correct grammatically
The Three P's of Winning Interviews

• Preparation – “Before anything else, preparation is the key to success.” – Alexander Graham Bell
• Practice – “If you don’t practice, you don’t deserve to win.” – Andre Agassi
• Persuasive Presentation – “You give a first impression whether you want to or not, so best make it work for you.” – Stephen Bayley

Preparation

Research the position, the employer, the industry, and yourself.

• The Position – review the job description and identify commonalities with your experience, skills, academic major, personal attributes, etc.
• Yourself and Your Background – what features (3-5) from your background build the bridge to the job specifications.
• The Employer – understand the employer’s business, their clients/constituents, and who their competitors are.
• The Industry – learn the basics of the industry – type of business, mature/developing industry, current/future issues.

Practice

Review interview questions and conduct a mock interview.

Potential Interview Questions:

• Why is this position of interest to you?
• What do you bring to the position?
• Behavioral/situational questions – What if?.... how would you respond/how have you responded?
• Your greatest strengths? Weaknesses?
• Describe an experience as part of a team.
• Where would you like to be in five years?
• What are you looking for in a position? Supervisor?

Presentation

• Offer a solid first impression
• Establish rapport
• Strive for a conversation with interviewer
• Be inquisitive (ask questions)
• Be positive, pleasant, and persuasive

Close the Deal

If you are excited and interested in the position at the end of the interview, let the employer know unequivocally. And follow-up with a thank you note or email.

“Begin somewhere. You cannot build a reputation on what you intend to do.” – Liz Smith

“There are no secrets to success. It is the result of preparation, hard work, and learning from failure.”
– Colin Powell