Your Internship Search

The Hiatt Career Center prepares students and alumni to develop skills to transform their unique backgrounds, liberal arts education and experiential learning into meaningful professional futures and relationships.
“Internships are **supervised** work experiences in which students combine **critical thinking** and intentional **reflection** with your liberal arts **interests**. Internships also present opportunities for **mentoring** and establishing **learning goals.**”

At least 100 hours  
At least 5 weeks  
Unpaid or paid  
Credit or no-credit
Why find an internship?

• Add valuable and impressive experience to your resume
• Enhance current skills
• Gain new transferable skills
• “Test drive” a career field
• Build upon your academics
• Develop contacts

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What will you need?

- Time! (average search takes 3 months)
- Patience
- Persistence
- Application materials (resume, cover letter, etc)
1. Reflect on You
   – Discover what is interesting, important, & meaningful to you

2. Research & Explore
   – Learn about career fields & narrow down areas to pursue

3. Set Goals
   – What do you want to learn?
   – What skills do you want or need develop?
   – What do you need to learn about the industry before applying?
   – Are there other considerations (housing, funding, credit)?
Who are you?

Your V.I.P.S.: values, interests, personality, and skills.

- Hobbies?
- Academic areas of interest?
- Strengths/skills?
- Natural preferences?
- Priorities?
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• **Role** – Is there a particular function you want to fill? Do you want to be doing particular tasks or using particular skills, regardless of industry? (i.e., marketing, accounting, etc.)

• **Industry** – Is there a particular field that you want to join, no matter what you might be doing? (i.e., education, corporate finance, museums, etc.)

• **Type of organization** – Do you want to work in a small or large organization? What about for a for-profit, non-profit, or government organization?

• **Mission/issue area** – Are you passionate about a particular issue? Do you want to work for an organization that addresses that mission?

• **Other considerations** – Funding, academic credit, geography, and public transportation can influence your priorities, as well.
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Learn Online with Hiatt Resources (accessible in B.hired)
- Explore Majors
- Spotlight on Careers
- O*Net
- Occupational Outlook Handbook
- VAULT

Talk to People
- Wisdom Wanted
- Hiatt events & industry forums
• **Reactive** - Responding to pre-existing job postings
• **Proactive** - Finding companies of interest and contacting them to offer your time and skills even if they don’t have an internship posting

**Best results come from a combination of both strategies!**
1. **B.hired databases**
   - Internship listings
   - LACN & NIC databases in “Articles”

2. **Employers’ websites**

3. **Industry-specific websites**

4. **Industry-specific databases** (e.g. [www.idealist.org](http://www.idealist.org) for non-profit internships, [www.higheredjobs.com](http://www.higheredjobs.com))

5. **Professional organizations**, affiliations, societies (APA, NACE)

6. **National search sites** such as Indeed.com, SimplyHired.com, Craigslist, etc.
Seek out interesting organizations

– Research & learn
  • Brandeis Internship Exchange
  • B.hired Employers Database
  • Creative Googling
  • Word-of-mouth

– Develop a list
– Prioritize
– Contact
– Follow up
Seek out interesting people

- Former employers & co-workers
- Faculty
- Family & friends
- Events: Hiatt, Brandeis, off-campus
- Authors, speakers, researchers, etc.
- LinkedIn for Brandeis alumni, second degree connections

TIP: visit Hiatt’s Networking website for help with this!
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- Resumes
- Cover letters
- Interview prep
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**WOW**
- Online app (essay questions)
- Letter of Offer
- 1 Recommendation Letter
- Resume
- Transcript

**Special Interest WOWs**
- Politics
- Social Justice
- Lab Science/Technical Writing
- Theater
- Social Work
- Business
- Specific SJ sites

**Due March 29, 2016 at noon**

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- **Our Internship Website**
  - Online workshop

- **Drop-in Hours Everyday!**
  - 11-4, Mon-Fri, Tue 5-7
  - Hiatt Chat (virtual drop-ins), Mon-Thurs, 8-10 pm

- **One-on-One Appointments!**
  - hiattcenter@brandeis.edu | 781-736-3618

- **Tons of Web Resources!**
  - www.brandeis.edu/hiatt

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You may also enjoy...

- **WOW workshops**: 1/28, 2/12, 2/23
- **Networking for Your Job & Internship Search**: 2/9
- **Working for the Federal Government**: 2/10
- **Summer BBQ event**: 2/22
- **US Job Search for International Students**: 2/24

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