



INTERNSHIPS: IT'S NOT TOO EARLY TO START SEARCHING & APPLYING!

Components and Benefits of Internships

Upcoming Internship Workshops

- **Internships 101—Tuesday, November 1 12:30–1:20 PM in DSU Madison**
- **Resume & Cover Letter Writing Workshop—Wednesday, November 2 11:00–12:00 PM in Newport Hall, Suite 305.**
- **Internships for Psychology, Sociology, & Social Work Majors—Thursday, November 3 12:30–1:30 PM in McMurran 114**
- **Internships 101—Monday, November 7 4:00–5:00 PM in DSU Madison**

You might be wondering why you should be thinking about internships this early in your sophomore year, but now is a great time! If you don't have a resume or you're not sure where to start, take advantage of the workshops in the next few weeks and your winter break to best prepare yourself for a potential summer internship.

Main Components of an Internship:

- ⇒ **Opportunities to explore career options** by completing projects relevant to the organization's work and being exposed to both an

individual department and the organization as a whole

- ⇒ **Application of course learning and development of skills** for the workplace
- ⇒ **Supervision** by a professional who will **guide and direct** the intern on tasks and **provide regular feedback** on performance

future referrals

- ⇒ Applying concepts and principles learned in the classroom
- ⇒ Developing workplace professionalism and skill in areas like teamwork, communication, and initiative
- ⇒ Learning industry or job function specific skills, processes, or tasks
- ⇒ Contributing meaningful, specific, and quantifiable results to the organization
- ⇒ Enhancing students' abilities to compete in the job market

What is an internship?

- An internship is an **intentional, structured experience** where the employer/host and the student intern develop projects and tasks that benefit the organization and help the student meet his/her objectives for learning and skill development.

We hope you're even more interested in finding an internship after reading the benefits of internships!

Here's how you can begin your internship search:

- ⇒ Explore opportunities on **CNU Career Connect**
- ⇒ **Talk with upperclass-**

men in your major/department about where they did their internships

- ⇒ **Ask professors/advisors** about places students have interned
- ⇒ Use **LinkedIn** to explore alumni profiles to see where internships were completed and **conduct informa-**

tional interviews to learn about their experiences

- ⇒ Read Student Stories of their internships on the CCP's blog: **careerplanningblog.cnu.edu**

How Do I Find an Internship?



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Here's an example of the Student Stories featured on the CCP's blog: careerplanningblog.cnu.edu

Student Spotlight: Melanie Basham

1. Name, major, class year.

Melanie Basham, Business Administration-Finance Minor: Writing, Class of 2018

2. Where and when did you complete your internship?

I completed my internship in Herndon, VA during 10 weeks of summer 2016

3. Was your internship paid? For academic credit?

My internship was paid and partly commission based.

4. What resources did you use to find your internship?

I found the internship by attending CNU's Internship and Summer Jobs Fair. The application process included interviewing with multiple people and a review of my resume.

5. What duties and responsibilities were you given?

My internship consisted of a two level program, Recruiting Intern and then a Senior Recruiting Intern. My main goal starting out was to obtain leads of new governmental programs or contracts serving government agencies like the DHS, CIA, FBI, etc. that ALKU Government Solutions could potentially be involved in. I gathered this information from making calls to candidates that work in the government space. I was also responsible for collecting information on the candidates with security clearances like what kind of location, salary, etc. they would be looking for in their next job so I could subsequently pass them along to one of the Senior Resource Managers in order to match them up with a new job opportunity on one of the contracts/programs we were working on. As my internship progressed I moved on to being a Senior Recruiting Intern in which my duties entailed all of what I had done before, except that if I were to speak to a good candidate with a security clearance then I would not pass them along to one of our Senior Resource Managers and instead go through the process of interviewing them, validating their security clearance, and submitting them to government programs myself. My favorite part of the internship was being able to interact with other people all day long, both in the office and over the phone. It was very interesting getting to talk to over 50 different people a day that have worked in the government space.

6. What was the most valuable lesson you will take away from the experience?

The most valuable lesson that I will take away from this experience is that hard work pays off. One of the best things about interning at ALKU was that it taught me that you get out what you put into it-- in terms of compensation as well as knowledge and experience.

7. How has the experience shaped your career direction/path?

The experience has shaped my career because I realized that being a Business Major has given me the flexibility to pursue many different opportunities like working at ALKU Government Solutions. Before the internship, I had the preconceived notion that whatever you major in is what you will be doing for the rest of your life, but in reality your major does not dictate your future career.

8. Did you find yourself applying things you have learned in your classes/major to what you were doing? If so, please provide an example.

I did find myself applying things I have learned in my classes during my internship. I am in a strong believer in the power of writing and I found myself utilizing the writing skills that I acquired in the English classes at CNU in email correspondence with candidates as well as in submittal write-ups during my time at ALKU.

9. What advice do you have for underclassmen seeking internship opportunities?

My advice to the underclassmen seeking internship opportunities: GO TO THE CAREER FAIRS! It takes 3 minutes to print out copies of your resume, 5 minutes to put on business attire, and 10 minutes or less to walk over to the DSU depending on where you live. Just get up and go do it—these 18 minutes pay off as I would not have gotten my internship if I didn't go to the career fair. Also, I feel like a lot of college students are afraid to put themselves out there because they feel like they don't have enough experience on their resume. In reality, sure some work experience is nice but employers offering internships are looking for people that can carry themselves in a professional manner and hold a conversation; they realize that people our age are not going to have much experience under our belts. The career fairs are a fantastic opportunity to put yourself out there. You really have nothing to lose, the worst that can happen is that you might not hear back from a company, and that is not a good enough reason to skip the career fairs altogether! Be fearless.

