

## Think about your requirements

- What type of work and which industry are you interested in?
- What geographic areas are possible? (Talk with Career Development about housing options!)
- How many hours a week are you interested in?
- Can you afford an unpaid position?
- Do you want an internship for credit? (Requires Internship 493 form available at the Registrar)

Not sure what you are interested in?

- Take the Career Direct Assessment through the Career Development Center and meet with a Career Counselor to discuss the results
- Use “What Can I Do with This Major?” at [www.geneva.edu/object/majors\\_car\\_dev](http://www.geneva.edu/object/majors_car_dev) to explore career options in many different majors

## Search for opportunities

- Ask your network of family, friends, professors, previous employers, church members, etc.
- Contact organizations that interest you and ask if they hire interns
- Attend the WestPACS Job & Internship Fair, held each fall and spring | [www.westpacs.org](http://www.westpacs.org)
- If looking for a summer position, attend the Summer Job & Internship Fair in February
- Use the Online Resources list (on reverse) and the Career Development site | [www.geneva.edu/career](http://www.geneva.edu/career)

## Apply according to the specifications

- Prepare your resume, cover letter & references with our Resume Basics guide | [www.geneva.edu/object/career\\_students](http://www.geneva.edu/object/career_students)
- Have your materials reviewed by the Career Development Center staff
- Submit completed applications to potential employers

## Interview with the companies

- Assess your skills, strengths, weaknesses, and related experience
- Practice answering interview questions using resources in the Career Development Resource Library and sites like [www.monster.com](http://www.monster.com)
- Consider scheduling a mock interview with the Career Development Center

## Prepare for the experience

- Talk with people who have worked in your industry
- Read up on successful internships using books from the Career Development Resource Library and websites like [internships.about.com](http://internships.about.com) and [www.wetfeet.com](http://www.wetfeet.com)

## Work hard the whole time

- Learn as much as you can; Don't be afraid to ask questions
- Network with the professionals in your field
- Whatever you're doing, do it well!

## Follow up with Career Development

Stop in or email us to let us know how it's going and if you'd recommend it to future students

# Online Resources

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## Internship advice

- Wetfeet | [www.wetfeet.com](http://www.wetfeet.com)
- MonsterTRAK | [www.monstertrak.com](http://www.monstertrak.com)
- Intern Advocate | [www.internadvocate.com](http://www.internadvocate.com)
- Intern Queen Inc. | [www.internqueen.com](http://www.internqueen.com)

## Nationwide listings

- Idealist | [www.idealists.org](http://www.idealists.org)
- After College | [www.aftercollege.com](http://www.aftercollege.com)
- Intern Web | [www.internweb.com](http://www.internweb.com)
- The Riley Guide | [www.rileyguide.com](http://www.rileyguide.com)

## Pittsburgh area internships

- Geneva Job Link | [www.geneva.edu/career](http://www.geneva.edu/career)
- The Regional Internship Center | [www.theregionalinternshipcenter.org](http://www.theregionalinternshipcenter.org)
- The Pittsburgh Technology Council | [www.pghtech.com](http://www.pghtech.com)
- Pittsburgh Cultural Trust | [www.pgharts.org](http://www.pgharts.org)
- Beaver County Chamber of Commerce | [www.bcchamber.com](http://www.bcchamber.com)
- Find other Chamber of Commerce websites | [www.chamberfind.com](http://www.chamberfind.com)

## Other cities and housing opportunities

- Northeast Ohio | [www.nochec.org/neointern](http://www.nochec.org/neointern)
- Baltimore Collegetown | [www.baltimorecollegetown.org/](http://www.baltimorecollegetown.org/)
- Central New York | [www.project-ion.com](http://www.project-ion.com)
- Washington DC Job Source | [dcjobsource.com/dcinterns.html](http://dcjobsource.com/dcinterns.html)
- Campus Philly | [campusphilly.org/careers/](http://campusphilly.org/careers/)
- Housing in major cities | [www.wfu.edu/~sullivpc/](http://www.wfu.edu/~sullivpc/)

## Research, Government & National Labs

- Federal Student Jobs | [www.usajobs.gov/studentjobs](http://www.usajobs.gov/studentjobs)
- NSF Research Experiences for Undergrads (REU) | [www.nsf.gov/crssprgm/reu](http://www.nsf.gov/crssprgm/reu)
- Science & Government Internships | [www.science.gov/internships](http://www.science.gov/internships)

## National organizations for specific academic areas (examples)

- American Psychological Association | [www.apa.org](http://www.apa.org)
- American Society of Civil Engineers | [www.asce.org](http://www.asce.org)
- Society for Human Resource Management | [www.shrm.org](http://www.shrm.org)
- Public Relations Society of America | [www.prsa.org](http://www.prsa.org)

## International opportunities

- Intrax Internships Abroad | [www.intraxinternshipsabroad.com](http://www.intraxinternshipsabroad.com)
- Go Abroad | [www.goabroad.com](http://www.goabroad.com)
- AIESEC | [www.aiesec.org](http://www.aiesec.org)