How to Find an Internship

STEP 1  → Identify two to four industries to pursue
STEP 2  → Master resume and cover letter writing
STEP 3  → Engage in internship search
STEP 4  → Prepare for phone and/or in-person interview

70% Networking

- BrownConnect
- LinkedIn Alumni Connections Tool
- LinkedIn/Facebook Alumni Groups
- 3 Fs - Family, Friends, Faculty/Campus Speakers
- Past Supervisors

“ I’m interested in your work as an astronaut. Can we set up a time to speak on the phone so I could ask you about your experience in the field? ”

- E-mail to set up a phone appointment
- 2 part conversation
  - Tell about yourself
  - Ask for advice
- Start to schedule conversations now

20% Online Searching

- BrownConnect
- UCAN Database
- Explore Career Fields
- Organizations suggested via networking
- USAjobs.com - Government internships
- Links from industry
  - Idealist.org
  - Mediabistro.com
  - Talentzoo.com
  - Sciencejobs.org
  - Greencareersguide.com

10% Cold Calling

- Selective and occasional
- Calling is better than email

“I’m a sophomore at Brown University, and I see that you’re involved in TV sitcom development. Is there someone I could speak to about a possible internship?”

Things to Consider

- International Opportunities
  - Alumni
  - Going Global
  - Transitions Abroad
- Academic Credit - Brown’s Policy
- LINK Funding