



# HOW TO FIND AN INTERNSHIP

## STEP 1:

Identify two to four industries to pursue (meet with a career counselor for help)

## STEP 2:

Master resume and cover letter writing

## STEP 3:

Engage in the internship search – Divide your time into three parts:

## STEP 4:

Prepare for phone and/or in-person interview

### Networking

- BrownConnect LinkedIn Alumni Tool
- 3 Fs – Family, Friends, Faculty/ Campus Speakers
- Past Supervisors
- High School Alumni

### Email to set up a phone appointment.

Two-part conversation:

- Tell about yourself
- Ask for advice

**70%**

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?



### Online Searching

- BrownConnect
- Handshake
- Organizations suggested via networking
- USAjobs.gov – Government internships
- CareerLAB website – Explore Career Fields
- International Opportunities

**20%**

### 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?

**10%**



BrownConnect is your one-stop-shop for internship and research opportunities, alumni connections and funding.

Explore [brownconnect.brown.edu](http://brownconnect.brown.edu)

## THINGS TO CONSIDER

- International Opportunities
- BrownConnect
- GoIn Global

Academic Credit – Brown's Policy  
 LINK Funding