

CREATING YOUR OWN INTERNSHIP



Looking for an internship to fit your needs? Consider creating your own internship opportunity! As with many good jobs, internships are not always advertised. Taking the initiative to contact the people or the organization with whom you would like to work may produce a rewarding experience for both you and your internship site!

1. REVIEW YOUR RESUME

- Be sure your resume reflects the skills, experiences, and academics necessary for the field in which you're interested in building an internship.
- Visit the XPD- Experience and Professional Development Office to have your resume critiqued and refined to highlight how you're qualified for that experience.
CSB- Clemens Library (320)-363-5707
SJU- Mary Hall #10 & #25 (320)-363-3236

2. RESEARCH SPECIFIC COMPANIES OR ORGANIZATIONS

- Research possible internships that may not appear on Handshake or other databases
- Search the CANE Files to identify companies and alums that work in that industry.
- Search for companies or organizations that might meet your needs and interests. Sometimes a simple Google search, based on your geographic location of choice, can be a helpful starting point.

3. IDENTIFY A KEY CONTACT

- Determine the head of the department of the organization you're interested in working with as an internship site.
- Find relevant names, or a company recruiter, through the organization's website. You could also use LinkedIn, friends or family, or reach out to CSB/SJU alumnae/i who might have contact information for relevant people.

4. CONTACT KEY PEOPLE

- Consider contacting the person identified in the step above either via email or phone call. A sample email can be found on page two.
- Be sure to define:
 - What type of experience you're pursuing (e.g., "a summer position in which I can use my strong writing skills")
 - Your area of interest/expertise (e.g., "my keen interest in environmental issues")
 - What you will bring to the experience (e.g., "a willingness to work hard, an eagerness to learn and contribute")
 - Focus on creating a mutually-beneficial experience, so the company and you can both benefit.
- Two important pieces of advice as you are making contact:
 - **Do not say:** "Do you have any internships available?" If companies have not used student interns before, their answer will probably be "no." Describe your desire to work for the company in terms of a summer or semester "work experience" to learn more about the field.
 - Ask if there are any projects they need done which you could complete for them. Share information about your background and skills you have that might be of interest for them.



5. START EARLY!

- Take advantage of the semester breaks to contact potential internship sites. You need time to get your resume to the appropriate person(s). Do your company research in the XPD Office before you leave campus and ask staff for help in building alumni networking contacts
- Creating an internship takes time. Be sure to allow enough time for the process to be successful, especially if you need to register for campus credit.

Sample Contact Email Template

Copy and past the text below into an email. Be sure to update the bold text areas, personalizing them to fit your skills and interests.

Dear **(Key Contact)**,

I recently met with the CSB/SJU XPD- Experience and Professional Development Office and staff members there encouraged me to reach out about the possibility of a **spring semester** internship. **(Add a sentence here that lets the company know how you became interested in their mission)**. In reviewing your website, I see my **(writing or speaking)** skills benefiting your mission and wonder if you'd consider **(insert project idea)** that seems to align with company **(mission or goals)**. I'm looking for an internship **(how many hours, duration/length you're seeking)**.

I've attached my resume here for you to review. I'd greatly appreciate the opportunity to discuss ways that we could meld my skills, into an internship that could benefit your work. I look forward to hearing from you about how best to develop this experience, either over email, phone or in-person, at your earliest convenience.

Best,

John Smith
(320)-363-5300
jsmith@csbsju.edu

Questions about next steps or how to approach internship sites?

Contact:

Laura Hammond, Associate Director

XPD- Experience & Professional Development

Phone: (320)-363-5707 Email: lhammond@csbsju.edu

CSB OFFICE

Clemens Library
320-363-5707

XPD – EXPERIENCE & PROFESSIONAL DEVELOPMENT

www.csbsju.edu/xpd
Open Monday - Friday, 8:30 a.m. - 4:30 p.m.

SJU OFFICE

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320-363-3236