WHAT SHOULD A STUDENT DO TO GET AN INTERNSHIP?

REFLECT

- Ask yourself the following questions:
  - What field(s)/industry interests you?
  - When do you want to do an internship? What quarter(s)?
  - What would you like to get out of your internship?
    - Experience, academic credit, networking, etc.
  - What kind of experience do you already have (including your courses)?
- How can you connect with professors with a background in your career interest? Can you visit their office hours?

RESEARCH

- Depending on your major, what programs can you apply for and when will you be eligible?
- Research internship postings - what kinds of qualifications are they looking for?
- Start a conversation with professors, peers, Career Center, etc.
- What kind of career development resources are available for students in your major or with your career interest?
  - Research professional associations that professionals in your industry may be involved in. They may have resources specific to undergraduate students and may offer a discount on their membership fees and event registrations for currently enrolled students.
- Consider reaching out to alumni through Tritons Connect

PREPARE TO APPLY

- Utilize resources available to you (i.e. Triton Career Guide) to prepare templates of your materials: resume, cover letter, curriculum vitae, personal statement, etc.
  - The Writing Hub and LATS Program can assist students with cover letters, personal statements and professional writing projects
- Practice mock interviewing with a friend or use Big Interview
- Ask for revisions on your materials

APPLY & ENGAGE!

- Tailor your application based on each posting
- Consider if you want to or need to get academic credit - look into if you major has an internship course or an AIP course
- Be present at your internship! Think about goals you can set for yourself (i.e. Professional competencies you want to practice).
- Consider how you can network at your organization. It's a great opportunity to do an informational interview as well!
- After completing an internship, consider how you will add it to your resume or how you would talk about it in a grad school application, interview, etc.

UC San Diego
TEACHING AND LEARNING COMMONS

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