

SECURING AN INTERNSHIP

UCDC INTERNSHIP: APPLICATION PROCESS

RESEARCH

- Develop a list of 3 career fields of interest to you (Check out fields of interest page!)
- What internships are available in your interest areas?
- Use available resources: internship databases & prior student internship lists
- What skills would you like to acquire?

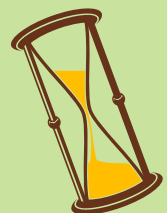


WHAT
CAREER
FIELDS
INTEREST
YOU?



PRIORITIZE

START SEARCHING EARLY!



- Make a prioritized list of 15-30 organizations you want to intern at
- Some internship deadlines occur before the posted application deadline. You may still apply to these internships prior to being accepted into the UCDC program.
- Contact US! Drop-in hours or schedule an appointment.

APPLY

- Tailor & proofread your application materials to reflect the organizations you are applying to.
- Follow organizations' instructions on how to apply.
- Keep track of where and when you have applied to internships.



COVER
LETTER,
RESUME,
LETTERS OF
REC,
*WRITING
SAMPLE

SECURING AN INTERNSHIP

UCDC INTERNSHIP: SELECTION PROCESS



FOLLOW-UP WITH ORGANIZATIONS



FOLLOW-UP

- Follow organizations' instructions for follow-up.
- Allow a few weeks for your application to be processed.
- Ask if it is possible to learn when they are expecting to start interviewing.

INTERVIEW

PREPARE FOR YOUR INTERVIEW



- Review position description & prepare for potential questions.
- Get ready for your interview with a mock interview! (Big Interview @ UCSD)
- Develop your story: use the STAR method (situation, task, activity, result).
- Prepare your questions for the employer.
- Dress to impress and arrive early!
- Send a thank-you email!



SELECTION

- When you receive an acceptance, thank the organization for the opportunity.
- Think about the commitment and benefits for each position.
- Once you accept an offer, stick to your decision!



SELECT
AN
INTERNSHIP
THAT IS
RIGHT FOR
YOU