



INTERNSHIPS 101

Internships are career catalysts. More and more employers today look for internship experience on resumes they review. There's a reason for that—internships can provide numerous benefits that make you a stronger candidate.

In addition to their impact on career outcomes, internships are an excellent way to explore pathways and make choices about the kind of career you want!

Let's review some internship basics.



Real-world Experience

All internships—paid and unpaid, full-time and part-time, position-based and project-based (the latter can be called a micro internship)—provide a means to develop skills, gain experience and explore career paths in your field of choice.



Network Building

The people you meet and work with in an internship can become the most valuable of professional contacts—they know you. If you stay in touch, these people can be sources of information, insights and opportunities long after your internship is complete.



Resume Building

Having one or more internships on your resume is a big plus, representing not just a highly relevant real-world credential, but also showing you are an individual with the initiative and drive to land an internship.

“Recent graduates who had a relevant job or internship while in school were more than **twice as likely to acquire a good job immediately after graduation.”**

—Gallup

How to find (and land) an internship

1 Define your direction

What is your major? What fields interest you most? What would be your dream job? Make a list of the types of experience you'd like to gain, the types of companies (or actual companies) you'd like to work for. Don't be afraid to cast a wide net. Targeting one or more job types within a field is a great way to optimize your opportunities.

2 Start your search

Contact the DePaul Career Center for advice and access to the Center's network of alumni and contacts across the Chicago community and worldwide. Search the web for opportunities—Handshake, Indeed, LinkedIn, industry job boards and professional association websites are great places to look—focusing on your areas of interest. It's beneficial to identify and pursue as many internship opportunities as possible, so practice your project management skills.

See our [handout, "Organizing Your Internship Search,"](#) for more tips and information.

3 Tap your network

Connect with professionals in your areas of interest, family members, family friends and others to seek advice and thoughts on potential internships. **DePaul's Alumni Sharing Knowledge (ASK) Network** is an excellent source for insights and information.

4 Put your application materials together

Generally, this includes your resume, LinkedIn page and personal brand statement, along with a cover letter. The Career Center has handouts to help you create each of these crucial elements.

See our [handouts, "Writing Your Resume," "Know Your Brand,"](#) and ["Writing Your Cover Letter,"](#) for more tips and information!

5 Apply to the internships that feel right

It's beneficial to apply to any and all positions that seem interesting and in line with your career direction. Most internships are highly competitive—some with hundreds of applicants—so playing the numbers maximizes your chances of success.

6 Rock the interview

Once you get interviews scheduled, do your homework to familiarize yourself with the company and position. This will help you prepare for likely questions, develop a few of your own, and make a great impression.

See our ["Interview Basics" handout](#) for more tips and information!

7 Follow up. Stay in touch.

You'll want to follow up with a thank-you note immediately after every interview.