

The Art of the Internship

Finding an Internship

- **Begin Looking Now**—the earlier you start looking for an internship the better; application deadlines often occur long before the internship begins; however, it's never too late; opportunities are always out there, but they often go quickly. Watch our web site: <http://english2.byu.edu/internships/>
- **Network**—one of the best ways to find an internship or job is to use the connections you already have; tell your family, friends, and former teachers you are looking for an internship; you are much more likely to get an internship through a contact than sending in your resume cold
- **Search Internships.com**—BYU has a subscription to Internships.com one of the most comprehensive internship search engines on the web (see internship coordinator for login details: cougars)
- **Check Job Posting**—at its heart an internship is a job; look for it the same you would a job; check university career center posting and online job sites such as monster.com or BYU's Career Center: <http://ccc.byu.edu/>
- **Visit Career Fair**—During fall and winter semester BYU holds a career fair; over a hundred employers come to the fair; most are looking for both full-time employees and interns
- **Be Persistent**—you may not find what you are looking for right away; however, there are many good opportunities that are simply hard to find; stick with it; be creative and determined; your efforts will pay off

Applying for an Internship

- **Be Flexible**—not all internships are exciting; many are unpaid; but they all provide valuable experience; and often you may be surprised; many internships that don't appear interesting often turn out to be very memorable
- **Have Resumes and Samples Ready**—internship opportunities come up quickly and unexpectedly; have your resume and several good writing samples ready to send out at a moment's notice

- **Be Specific**—tailor your resume and writing samples to the job description of the position you are applying for; make sure the skills you highlight are the skills mentioned in the job posting

Succeeding in an Internship

- **Contact Internship Office**—once you have found an internship let the internship office know about it; they will make sure you are on track to get course credit for your internship: **English-internships@byu.edu**
- **Keep in Touch with Internship Office**—the internship office is here to help you and will be a valuable resource to help you succeed during your internship. Also the University Office: **<http://webpub.byu.edu/internships-byu/>**
- **Learn all you can**—ultimately an internship is a learning opportunity; make sure that you take advantage of every learning opportunity that comes your way; such opportunities will greatly benefit both your education and your future career
- **Develop good relationships**—maintain a good relationship with your supervisor and your coworkers; internships often lead to full-time jobs; building good relationships can make that a reality