Internship Search Strategies

Self-Assessment
- Focus on what kind of internship you want. Get to know your needs and your personality!
- Use MyPlan our on-line career planning software and other self-assessment tools to gain clarity on your interests, your skills, and your individual values: https://www.myinterface.com/mit/student/ under Additional Resources.
- What do you want to learn at your internship? (develop skills, get experience [laboratory, technical, office] find opportunities for practical applications for what you are learning). What careers or types of jobs do you want to explore? What experience might you be lacking that an internship could help you develop?
- What industries and companies or organizations interest you?

Reflect On Past Experiences
- If you have had a prior job or internship experience, what clues can you find to help strategize for this next internship search?
- What did you like about the experience? What did you not like? How does this inform your next steps?
  - Did you like the environment? (office cubicle, laboratory, outdoors, etc)
  - Did you like the social environment? (what sorts of people did you work with?)
  - Did your values match the values of the organization? (products, services, goals, attitude)
  - How was the geographical location? (near home, West coast, East coast, urban, rural)
- What contacts did you make? Any mentors? Can those people be of help to you in this internship search?

Develop a Plan of Action
- What is your time frame? Finding an internship takes time! Develop a plan of action and create time in your schedule to allow for your searching. Securing internships is a process with many stages.
- What are the deadlines? Note: Each internship program has its own deadlines, and this varies from program to program. Some are as early as October, some are in late Spring. Be strategic! Plan in advance!
- Create a system for recordkeeping: internship ideas, research conducted, websites, lists of people you have spoken to, dates, contacts, etc.

Research & Exploring
- Develop a list of target companies and organizations that interest you. (This is your first goal!)
- Research company/organization websites (look for internship listings)
- Research companies using the MIT Library Databases
  - Hoover’s Pro Online: (public, private, US & international co.’s): http://libraries.mit.edu/get/hoovers/
  - The Riley Guide: (research your career options) www.rileyguide.com
- Sloan Career Cornerstone – is a resource for exploring career opportunities in science, technology, engineering, mathematics, computing, and healthcare. Explore over 170 degree fields and find out about education requirements, salaries, networking, and career planning resources. Browse interviews with hundreds of professionals who offer candid insight into their own careers. http://www.careercornerstone.org/

Resources for International Opportunities and Experiences
- Global Education (GE) http://gecd.mit.edu/goabroad offers great international experiences.
- Go Global! http://web.mit.edu/agoglobal/ resources about MIT Global Opportunities.
- Going Globalhttps://www.myinterface.com/mit/student/ access through your CareerBridge account under the Additional Resources tab. Extensive resource on working abroad with tips and advice organized by specific countries and opportunities.
- MISTI (MIT International Science & Technology Initiative) offers internship programs in a variety of countries. http://web.mit.edu/misti/
- International Research Opportunities (IROP’s) through MIT’s UROP Office. http://web.mit.edu/uron/basicinfo/irop/index.html
Internship Search Strategies (continued)

Networking & People Resources
- Identify your personal network (friends, classmates, family, friends of family, your advisors, career counselors, faculty, mentors, alum, etc.). Talk to everyone you know. Chat about your career thoughts and areas of professional interests and ask for suggestions and advice.
- **Networking**: This is the single most important aspect of any internship search.
  - Networking Tip Sheet: [http://gecd.mit.edu/resources/guides](http://gecd.mit.edu/resources/guides)
- Develop a list of people and request informational interviews to learn more about career opportunities and where a course major can take you. This is a great way to gather information and explore various fields, gain useful guidance and perspective from members of the professional community.
- Schedule Informational Interviews with Alumni or people you know to learn about your field of interest.
- For tips on **Informational Interviewing**: [http://alum.mit.edu/students/NetworkwithAlumni/](http://alum.mit.edu/students/NetworkwithAlumni/)

Seek Out Opportunities
- Search CareerBridge: MIT’s search engine and database for jobs and internships: [https://www.myinterface.com/mit/student/](https://www.myinterface.com/mit/student/)
- Explore the **INET internship website**: This is an internship listing shared by eight selective universities including MIT. Internships are available only to students at these schools: [http://gecd.mit.edu/careers/](http://gecd.mit.edu/careers/)
- Undergraduate Research Opportunities Program (UROP): [http://web.mit.edu/urop/](http://web.mit.edu/urop/)
- Research resources: labs, centers and programs: [http://web.mit.edu/research/category/resources.html](http://web.mit.edu/research/category/resources.html)
- Review **Externship** possibilities over IAP through MIT’s Alumni Association. Deadlines for these opportunities are in early Fall: [http://alum.mit.edu/students/NetworkwithAlumni/ExternshipProgram/Application](http://alum.mit.edu/students/NetworkwithAlumni/ExternshipProgram/Application)
- Explore the nonprofit sector: [www.idealist.org](http://www.idealist.org)
- Other sources for job postings: company websites, job websites, professional association websites career/job resources, etc.
- Be proactive and send your materials to companies, even if they are not advertising jobs, to try and fish out any non-posted opportunities that might be available.

Written Materials
- Resumes (reviewed by a counselor or other professional): [http://gecd.mit.edu/resources/guides](http://gecd.mit.edu/resources/guides)
- Cover letters (reviewed by a counselor or other professional): [http://gecd.mit.edu/resources/guides](http://gecd.mit.edu/resources/guides)
- Some employers might request your transcript, additional portfolio items, project summaries, or require letters of recommendation. Plan ahead to secure these items.
- Always send thank you letters! (whenever you: meet with someone for an informational interview, email with an alum about advice or an internship opportunity, or interview for a job or internship)

Interview Preparation & Practice
- Budget: appropriate interview clothing, printing costs, travel expenses, transcript fees, summer housing, etc.
- Review experiences and develop your talking points: academic, work-related, research, academic projects extracurricular activities, awards, personal interests, etc.
- Ask yourself questions: [http://gecd.mit.edu/jobs/find/apply/interview](http://gecd.mit.edu/jobs/find/apply/interview)
- Schedule a Mock Interview with the GEDC: [http://gecd.mit.edu/services/appointment](http://gecd.mit.edu/services/appointment)
- Prepare for specific types of interviews (e.g. technical, case, behavioral): [http://gecd.mit.edu/jobs/find/apply/interview](http://gecd.mit.edu/jobs/find/apply/interview)