HOW TO FIND AN INTERNSHIP

Being a successful college student doesn’t mean just performing well in course work alone (though you should have a competitive GPA!). It means building a résumé package that will make you a great candidate for first-time jobs. Internships, co-ops, relevant part-time work experience, volunteer work, as well as study abroad, can strengthen your overall résumé package. Internships and co-ops offer pre-professional work experience to students and a way for them to explore the field. Some internships are paid. Others are non-paid. Some internships offer college credit. If you are interested in an internship or co-op for college credit, check with your academic unit for internship and co-op guidelines. Here are some resources to get you started on your internship search, including other opportunities to gain knowledge and experience.

Academic and Career Advising Center
Visit the Academic and Career Advising Center (ACAC). They can teach you how to research potential internships. If you plan on applying for internships, you will need a professional résumé. Check out ACAC’s résumé guide at http://www.uwplatt.edu/files/acac/handouts/resume_guide.pdf. You can complete a draft résumé and bring it to ACAC for feedback. ACAC is located in 0200 Ullsvik Hall (near coffee shop). ACAC also offers mock interviews if you need practice and feedback on your interviewing skills.

Pioneer Career Network (PCN)
Upload your résumé on Pioneer Career Network, http://www.uwplatt.edu/acac/pcn-pioneer-career-network. It will be reviewed before becoming “active.” Once active, you will have access to over 10,000 jobs, co-ops and internships posted annually. Many UW-Platteville alumni, as well as other employers, actively recruit UWP students! Students have 24/7 access to jobs, co-ops and internships.

UW-Platteville Academic Departments
Many UWP academic departments have job/internship bulletin boards. Check them frequently for internship opportunities. Many departments also send job/internship opportunities through department listservs.

UW-Platteville Undergraduate Research
The Office Undergraduate Research and Creative Endeavors (URCE) allows students to explore career fields through hands-on work with faculty members. Students can participate in research and creative projects in engineering, mathematics, sciences, social sciences and the humanities. It’s a great way to develop clear career goals, further your knowledge and build your résumé. It’s also a great way to get to know faculty who you may need for graduate school or first-time job recommendations. To learn more about how to begin the research process and how to find faculty members who conduct research in an area that interests you, please visit URCE at 515 Pioneer Tower or visit their website at http://www.uwplatt.edu/urce.

The Riley Guide
The Riley Guide is a directory of employment and career information sources and services on the Internet, including links to search for internships, http://www.rileyguide.com/intern.html#intern.

Company/Professional Organization Websites
Many companies and organizations have established internship programs. Visit their websites. You may find information about how to apply for an internship, as well as application deadlines. Whether or not a company/organization lists internship information on its website, make contact with them if that’s where you want to intern! Exploring social media, such as LinkedIn, Facebook and Twitter, of companies/organizations also is a great way to find out about opportunities that may not be posted on a website.

LinkedIn
LinkedIn is a business-oriented social networking service. It is used to make professional contacts for internships and jobs. It’s heavily used by recruiters to seek out talent. Create a profile (which includes education, work history and skills) and grow your network. Join groups of interest to meet new people and learn about occupations or fields of interest. Go to https://www.linkedin.com to register and set up your profile.

Family and Friends
Use your network. Friends and family often have business connections that may help you get your foot in the door! Never underestimate how valuable recommendations can be from colleagues in a field.