



## **How to Find an Internship in the United States**

Your chances of finding the right internship will be greatly improved by pursuing as many different options as possible. If you limit yourself to searching just one website, or making contact with only a few companies, you will likely limit your internship options. By exploring multiple companies and websites at the same time, you increase your reach to prospective employers and the likelihood that you will obtain an attractive internship offer.

### ***Outlining your Goals***

How do you begin a successful internship search? The first step is to determine what you really want to gain from your internship experience.

For some, the opportunity to learn English or experience a particular aspect of life in the United States is more important than the actual internship or training. For others, building targeted skills in a particular career field or professional role is most critical. Whatever your objectives, it is a good idea to write them down (in order of priority) so that you have a clear sense of what qualities and criteria are most important to you as you conduct your search and evaluate potential internship opportunities.

### ***Searching Online for Internships***

One of the most obvious ways to find an internship is to search online announcements for current internship openings. There are many general websites that you can search using keywords such as "Internship," or "Training," that will lead you to openings that would qualify for the J-1 Intern program. There are also a variety of industry-specific job sites, as well as sites that are dedicated specifically to internships and seasonal jobs. (Lists of specific websites are on the following page.)

### ***Reach Out to Companies***

Make direct contact with companies that interest you. Not all companies will advertise internship openings on external job sites; some companies will post openings only on their own website, and some may not post internship announcements at all.

If you already know of companies or organizations in the United States that really interest you, try searching their website for available internship openings. If you find a position, submit your resume and cover letter as instructed by the employer. If there are multiple positions for which you'd like to apply, be sure to submit a separate resume and cover letter for each.

If you don't see a position that fits your qualifications, try to make personal contact with someone in the organization who is responsible for hiring employees (a Human Resources manager, or the manager/director of a particular department in which you'd like to work). You may be able to find individual contact information on the website, or you may need to call the main telephone number and ask to speak to someone. If your English conversation skills are not strong enough to make a telephone call, try sending an inquiry via email instead.

Remember that persistence does pay off. While you should never be aggressive or demanding with a prospective employer, you want to clearly explain your enthusiasm for the company and your desire to work there. Unless otherwise specified, it is always a good idea to follow up emails and resume

submissions with a telephone call, and vice versa. And, whenever possible, try to make initial contact with more than one person in the organization to increase your chances of reaching someone who may want to hire you.

If you don't already know of companies you'd like to target, you can develop a list by searching job announcements on the websites listed below or reading American newspapers in the area that is of interest to you.

## ***Networking***

Networking with personal or professional contacts, especially those you may have made from previous experiences in the United States (like Summer Work/Travel), is another great way to uncover internship opportunities. You may also wish to network with companies in your home country (with whom you might have a connection and/or wish to work in the future) that are also established in the United States.

This strategy of networking involves contacting people to seek their career advice, requesting informational interviews, and developing relationships. Successful networking is NOT about asking your contacts for a job or internship, but rather building a network of contacts that can help educate you about your desired profession and may eventually refer you to internship and job opportunities. Networking is not a fast solution to finding any job or internship. It takes time to build a network of contacts and a good deal of work to maintain those relationships. But a strong professional network can prove to be an important resource over the lifetime of your career, so it is definitely worth the effort.

## ***A sample of online job and internship resources***

### **General job sites**

- <http://www.careerbuilder.com>
- <http://www.craigslist.org>
- <http://www.hotjobs.com>
- <http://www.hound.com>
- <http://www.indeed.com>
- <http://www.monster.com>
- <http://www.jljobs.com>
- <http://www.onedayoneinternship.com>

### ***Industry specific websites***

#### **Hospitality**

- <http://www.hcareers.com>
- <http://www.hospitalityonline.com>

### **Nonprofit job websites**

- <http://www.idealists.org>
- <http://www.opportunitynocks.com>
- <http://www.philanthropy.com/jobs>

### **Information Technology**

- <http://www.dice.com>
- <http://www.itjobs.net>

### **Internships and student job websites**

- <http://www.aboutjobs.com>
- <http://www.coolworks.com>
- <http://www.campusinternships.com>
- <http://www.internjobs.com>
- <http://www.internships.com>
- <http://www.internships4you.com>
- <http://www.internweb.com>

### **Marketing/Advertising**

- <http://www.marketingjobs.com>
- <http://advertisingjobs.aaa.org>

### **Engineering**

- <http://www.engineerjobs.com>
- <http://www.engcen.com>