

How to Find the Right Internship for You

Office of Career Planning & Professional Development

careerplan@gc.cuny.edu

The Graduate Center, room 3300.08



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Professional Development

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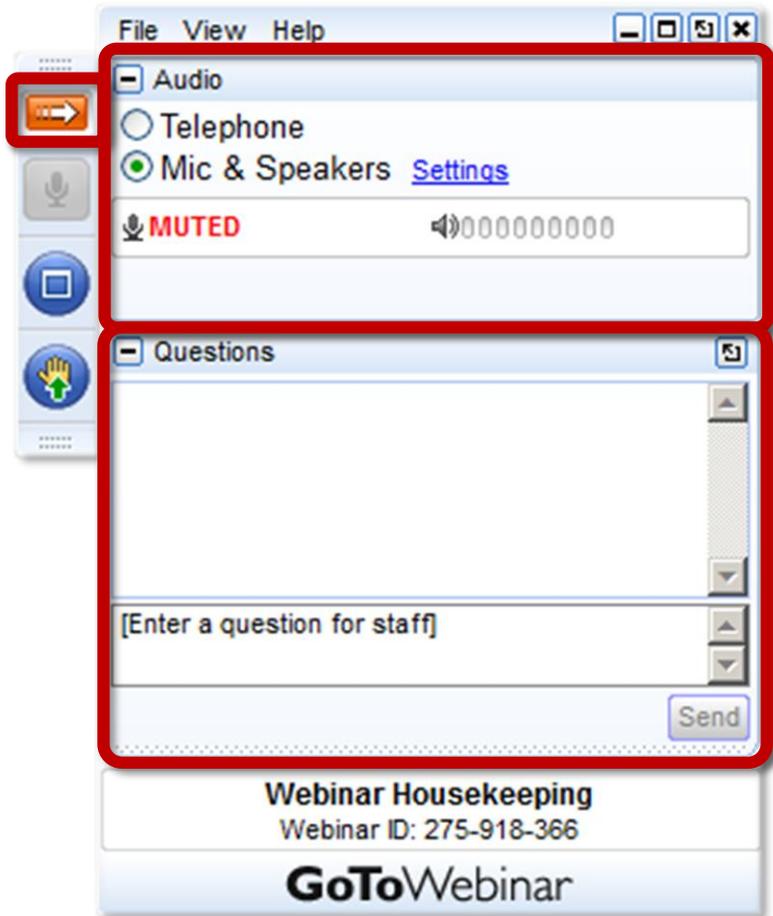
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Start

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Audio and Questions



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Submit questions and comments via the Questions panel

Note: Today's presentation is being recorded and will be provided within 48 hours along with slides, handouts, and resources.

Recording!

- This presentation is being recorded
- We will send the recording, the presentation slides, handouts, and resources to everyone this afternoon
- The recording will be available for listening on our website



About the Office of Career Planning and Professional Development (OCP&PD)

We serve all students and alumni who are current students or have graduated from the CUNY Graduate Center; our services include:

- **One-on-one career advising sessions** (typically 50 minutes) focused on job search, career concerns, and career self-assessment
- **Workshops and webinars** highlighting career development and job search basics (e.g., writing a CV or resume, the nuts and bolts of the academic job search)
- **Career events** featuring alumni and others from various industries, such as big data, government, and community colleges, to name a few
- **Website** with information and blog posts on a variety of career-related topics, including faculty and non-academic job search advice, information on specific career fields, etc.

OCP&PD Career Resources

Recorded Webinars



A library of approximately 16 previous webinars available for listening – *examples include:*

- Preparing for the Academic Job Market
- How to Network and Build Your Connections
- Mastering the Job Interview

Alumni Aloud Podcast

Interviews with alumni in various fields who share their career journeys and tips for the job search – *examples include:*

- Art History at MoMA
- Economics and Sociology at IBM
- Biology at U.S. Fish and Wildlife

Find at: <https://careerplan.commons.gc.cuny.edu/services>



OCP&PD Career Resources

Versatile PhD

A popular online resource for students/graduates thinking about careers outside of academia – *includes:*

- PhD Career Finder
- Community Panel Discussions
- Membership Directory
- Job Listings



Vault Career Guides

An online resource featuring downloadable career guides on a variety of industries from investment banking to library careers



Find at: <https://careerplan.commonsgc.cuny.edu/tools>

OCP&PD Email Lists

Sign Up for Our Email Lists!

Get news about jobs, funding opportunities, upcoming events, and more directly from the GC Office of Career Planning and Professional Development

Email Lists

- Cluster: Humanities
- Cluster: Master's Students
- Cluster: Social Sciences
- Cluster: STEM
- Events
- Immediate Internships
- Immediate Job Openings

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Webinar Agenda

- Internship basics
- Preparing for your internship search
- Finding internships
- Creating an internship search plan
- Making the most of your internship



Benefits of an Internship

- Gain valuable work experience
- Apply academic studies to the real world
- Develop and refine skills
- Explore a career path
- Have a mentor or supervisor who provides feedback
- Gain inside information of the organization and field
- Network with professionals in the field
- Gain confidence
- Give yourself an edge in the job market
- Transition into a job



A Solid Internship

- Provides a clear work description with details
- Focuses on professional tasks
- Develops skills and contacts
- Outlines learning goals
- Includes a process for offering regular feedback
- Incorporates an orientation



Paid vs. Unpaid Internships

- **Paid vs. unpaid internships**
- **Academic credit**
- **Potential funding:**
 - *Altfest Graduate Internship Program*
 - *GC library databases - <http://libguides.gc.cuny.edu/grants>*
 - *Online resources for scholarships and grants*
 - Scholarships.com
 - Foundation Grants to Individuals Online:
<https://grantstoindividuals.org>
 - Unigo.com



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Home / Jobs / Altfest Graduate Interns...



Altfest Graduate Internship Program, Summer 2020 ★

Internship/Externship
Graduate Center, CUNY [+ Follow](#)

Position Type

Internship/Externship

Description

The Graduate Center Office of Career Planning and Professional Development facilitates partnerships with local institutions to host graduate student internships. The opportunities are meant to encourage graduate students to explore diverse career options, while developing skills and experience that will advance their career goals.

For summer 2020, we are allowing students to create their own internship opportunity at an organization that best suits their academic interests and/or professional goals. Students who find a summer internship with an organization may then apply to the Altfest Graduate Internship Program for funding. The program provides \$4,000 for the summer; interns are expected to work a minimum of 120 total hours. The manner in which these hours are completed can be flexible, and will be agreed upon with the host during the application process. The Office of Career Planning and Professional Development is happy to assist students with their internships searches.

Application Status

Non-qualify because:
Your account has been blocked from participation in the recruitment process.

Important Dates

Posted On:
Feb 24, 2020

Application Deadline:
Apr 15, 2020

Prepare for Your Search



Know Yourself First

- **Know yourself**
 - Your accomplishments
 - Your best skills
 - What makes you unique?
- **Know what you are looking for**
 - What field? Industry? Position?
 - What do you want in an internship? What is important?
- **Know your field and occupation**
 - What skills are employers looking for in this area?
 - What are the most used keywords?



Prepare for Your Search

I. Skills & Accomplishments Exercise:

- Record each of your past experiences
- What skills did you use & gain from each experience?
- What did you “accomplish” during each experience?
- What skills did you use to reach the accomplishment?
- Make a final list of all your skills



SKILLS & ACCOMPLISHMENTS EXERCISE

PAST JOBS, PROJECTS, & PROFESSIONAL OPPORTUNITIES <i>This can include academic projects and roles, jobs, internships, volunteer opportunities, side projects, and so on.</i>	SKILLS <i>What skills did you use during this experience? Look back at your resume/CV and a skills list to help you.</i>	ACCOMPLISHMENTS <i>What accomplishments did you realize during this experience? What are you proud of? What action did you take that had a result? What were you praised for or recognized for? Think about performance reviews or feedback from supervisors, advisors, etc.</i>	OTHER SKILLS <i>What skills did you use to reach this accomplishment?</i>

Prepare for Your Search

II. Gap Analysis Exercise:

- Collect 3-5 job postings
- Highlight the desired skills and experiences in each job posting
- Record the skills and experiences that you have
- Lists the skills and experiences from the job postings
- Circle any matches of skills and experiences
- Identify any gaps of skills and experiences



GAP ANALYSIS EXERCISE

1. *Collect 3-5 job postings that interest you for after you graduate; if you have interests in more than one type of field/position, collect 2-3 postings per area*
2. *Highlight or circle the desired skills and experiences listed in each job posting; you will find these in both the description of the job as well as the “preferred qualifications” section*
3. *In the first column, list the skills and experiences you highlighted in the job postings and put a star next to any that appear in more than one posting*
4. *In the second column, record the skills and experiences that you have; revisit the list you created from Skills and Accomplishments exercise to help you*
5. *Circle any matches of skills and experiences from the first and second columns (circle in both columns so that you know they are a match)*
6. *In the third column, identify any gaps of skills and experiences (look for the skills and experiences NOT circled in the first column)*

POSITION/JOB: _____

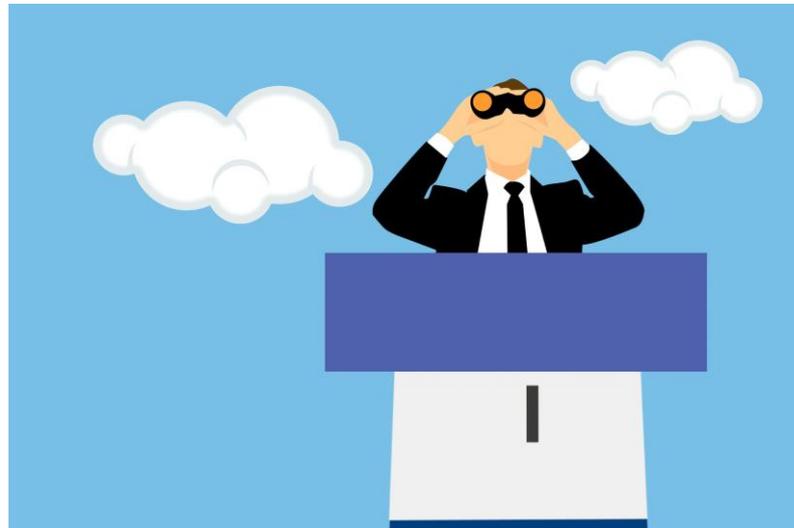
DESIRED SKILLS AND EXPERIENCES FROM POSTINGS	MY SKILLS AND EXPERIENCES	GAP ANALYSIS
<i>Record each of the skills and experiences that are highlighted amongst your collection of job postings; put a star next to any that come up in multiple postings.</i>	<i>Revisit the list you made from the Skills and Accomplishments exercise.</i>	<i>What skills and experiences do you not have yet and would like to gain?</i>

Update Materials

- Resume
- Cover letter
- LinkedIn profile
- Portfolio or work examples
- Elevator pitch
- Business cards
- References



Finding Internships



Finding Internships

Internship Search Methods:

1. GC Connect
2. Online internship postings
3. Organizations' websites
4. Career fairs & recruiters
5. Networking
6. Creating your own internship



1. GC Connect

The screenshot shows the GC Connect interface. On the left is a navigation sidebar with the 'GC Connect' logo at the top. The 'Search' menu item is circled in red, and two black arrows point to it from the left. The main content area is titled 'Job Postings' and includes a search bar at the top. Below the search bar are tabs for 'Search', 'Favorites', and 'Applications'. The 'Search' tab is active. There are input fields for 'Keywords' and 'Location' (set to '25mi'), and a 'Search' button. Below these are filter dropdowns: 'All Job Listings', 'Position Type' (circled in red), 'Industry', 'Job Function', and 'More Filters'. A 'Job Alerts (0)' link is on the right. A 'Clear All' button is next to the 'Internship/Extertnship' filter. A '+ Create Job Alert' button is circled in red. The results section shows '20 of 36 results' and sorting options for 'Date Posted' and 'Show 20'. Three job listings are visible, each with a brief description, location, and type, along with 'NEW' tags and star/bookmark icons.

Home / Jobs / Search

Job Postings

Search Favorites Applications

Keywords Location 25mi Search

All Job Listings Position Type Industry Job Function More Filters Job Alerts (0)

Internship/Extertnship x Clear All + Create Job Alert

20 of 36 results Date Posted Show 20

- Academic Internship Specialist (Two Vacancies)** NEW
CUNY- New York, New York United States
Internship/Extertnship
- Communications Intern** NEW
Homes for the Homeless- NEW YORK, New York United States
Internship/Extertnship
- Data Scientist Internship** NEW
S&P Global- New York, New York United States
Internship/Extertnship

2. Online Internship Postings

- **Internship Websites**

- InternshipPrograms.com
- Internships.com



- **General Job Websites**

- Indeed.com
- LinkedIn



- **Industry-specific Job Websites**

- Professional association websites
- Niche websites: HigherEdJobs.com, USAJobs.gov, Idealist.org, NYFA.org



- **Department Emails**

- Includes links to postings



Other Job Websites



The Office of Career Planning & Professional Development

SERVICES EVENTS **TOOLS** BLOG PODCAST ABOUT

RESOURCES FOR: Faculty Employers

- GC Connect
- Online Job Postings**
- Career Assessments
- Versatile PhD
- Vault
- Interfolio
- ImaginePhD
- myIDP

Need Career Advice?
Career Advising App
Get the individualized support that you need

Make an Appointment

Search

Featured Posts

[CP&PD Services and Resources](#)

[Alumni Aloud: Biochemistry in Medical Writing \(feat. Avalon Garcia\)](#)

Upcoming Events

[Information Session with NYC Department of Small Business Services](#)

Wednesday, February 26, 2020
3:00 pm - 4:30 pm

[How to Find the Right Internship for You \(Webinar\)](#)

Thursday, February 27, 2020
12:00 pm - 1:00 pm

Recent Blog Posts:

- Your LinkedIn Total Makeover
- Social Welfare in Children's Services Policy (feat. Naomi Scheer)

Upcoming Events:

HOW TO FIND
THE RIGHT INTERNSHIP
FOR YOU **Webinar**

Job Websites: Finding Jobs Beyond Academia

Resources for Finding Jobs in Academia

Faculty Positions at Colleges and Universities

Positions at CUNY and Other Area Institutions

Non-Faculty Positions at Colleges and Universities



Resources for Finding Jobs beyond Academia

General Search Engines and Resources

Arts, Archaeology, Museums, and Libraries

Consulting, Finance, and General Business

Government and Politics

K-12 Education

Nonprofits

Social Services and Health Care

Writing, Editing, and Publishing

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[All Events](#)

3. Organizations' Websites

- Devise a list of organizations that interest you
- Conduct searches to identify additional ones
- Visit websites and search for internships
- Make note of those that do not have anything



4. Career Fairs & Recruiters

- **Career Fairs**

- Attend fairs
 - ***Social Impact Career Fair*** on Friday, March 27, 2020
- Meet company representatives and recruiters
- Follow-up with a thank you email

- **Recruiters**

- Conduct searches on LinkedIn: COMPANY NAME and recruiter
- View internship posting – who posted?





SAVE THE DATE!

SOCIAL IMPACT CAREER FAIR

Hosted by the Austin W. Marxe School of Public
and International Affairs Career Services Office

Friday, March 27, 2020
2:30 - 5:00 pm

**Baruch College
Newman Vertical Campus**

55 Lexington Avenue (24th Street), 14th Floor

Featuring nonprofit, government and private sector employers, this event is attended by graduate students and alumni from the finest colleges and universities in the tristate region.

For details please email:
mspla.careerservices@baruch.cuny.edu



Recruiter Outreach

Dear Jane Smith:

I hope this message finds you well. Your organization's name came up recently during my research for internship opportunities.

I am currently a student in the M.S. Program in Data Analysis and Visualization at the CUNY Graduate Center. Through my studies as well as past work experience, I have gained skills in project management, advanced data analysis methods, and visualization tools. In addition, I have experience using R and Python to analyze real-world datasets.

I am currently looking for internship opportunities where I can apply my education and experience in data analysis and visualization to help a socially driven organization such as [Recruiter's company name] grow and meet its goals. I am reaching out to you at this time to inquire about internships at [Recruiter's company name]. I welcome the opportunity to discuss such possibilities and how my skill set could contribute to the success of your organization through an internship.

Please feel free to take a look at my LinkedIn profile, or if you prefer, I can send you my resume. Should you have any questions, I can be reached at the number and email address listed below.

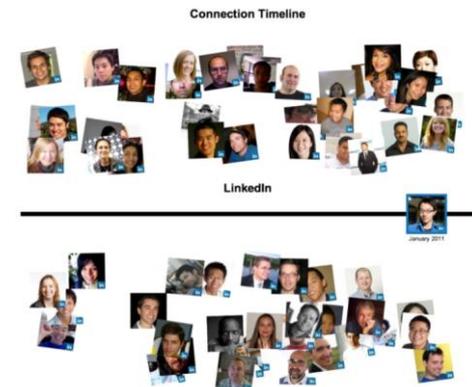
Thank you,

[First and Last Name]

[Also include contact information]

5. Networking

- **Build and maintain long-term relationships**
- **Best method for landing jobs and internships**
- **Start with who you know**
 - Professors, classmates, alumni, past colleagues and supervisors, friends, family members
 - LinkedIn connections
- **Expand your network**
 - Conduct informational interviews
 - Get introduced to others



5. Networking, *continued*

Informational Interviewing

- What is an informational interview?
- One of the most effective forms of networking
- Typically brief (20 – 30 minutes)
- May happen in person or over the phone
- How to find people
 - LinkedIn – Alumni tool and general search
 - Company website
 - Professional associations





The Graduate Center, City University of New Y...

✓ Following ...

New York, ny · 9,871+ alumni · 21,111 followers

A community of scholars dedicated to the idea that learning is a public good

[Visit website](#)



Andi & 10 other connections work here

[See all 1,058 employees on LinkedIn](#)

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Alumni

Ads

9,871 alumni

Start year

1900

End year

2020

Search alumni by title, keyword or company

< Previous Next >

Where they live

+ Add

9,007 | United States

6,334 | Greater New York City Area

234 | San Francisco Bay Area

Where they work

+ Add

444 | The Graduate Center, City University of New ...

293 | The City University of New York

248 | Hunter College

Informational Interview Outreach

Dear Joe Smith:

I came across your profile in the CUNY Graduate Center group on LinkedIn, and noticed we have a similar background in terms of degree, school attended, and interests. I am currently a GC doctoral student in Art History, and I am interested in eventually applying my research, writing, and museum experience to a cultural institution, such as the one where you work. I have been following [name of organization] and am impressed with the work that your group has accomplished [perhaps something specific about a particular project].

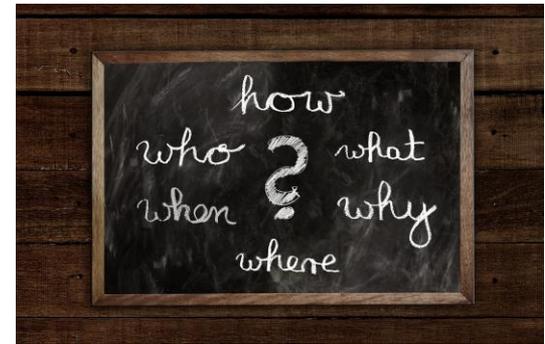
If you'd be willing, I would love to schedule a brief (20-30 minute) meeting with you to talk about the industry, your experiences, and your career path. I could do this either via phone or in-person, whichever is most convenient for you. Of course if there is anything I can do for you I would be more than happy to do so.

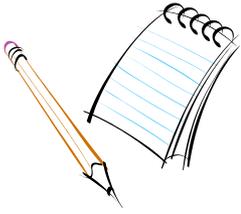
Thank you very much for considering this request, and I hope to talk to you soon.

Sincerely,
Emily Seamone

6. Create an Internship

- Review organization and determine best fit
- Find a contact and reach out for an informational interview
- Create an internship proposal:
 - Purpose of internship and focus
 - Position description and details
 - Duties and tasks you will perform
 - Overall goals for internship
 - Structure - timeline, hours, logistics
 - Evaluation of performance
 - ***How this benefits the organization***
- Reach out to contact again to discuss internship idea





Internship Search Plan

- **Prepare yourself for the internship search process**
 - Decide what types of internships you will target
 - Conduct the Skills & Accomplishments and Gap Analysis exercises
 - Update your search materials and have them reviewed
- **Identify internships using various methods**
 - Visit GC Connect
 - Make a list of internship, general job posting, and industry job-specific websites
 - Identify organizations and visit their websites
 - Search for career fairs and recruiters
 - Outline a networking plan
 - Propose to create an internship
- **Come up with an internship search system**

Making the Most of Your Internship

- Demonstrate enthusiasm, flexibility, and a positive attitude
- Work toward your professional and internship goals
- Take initiative; volunteer to help out with other tasks
- Be prepared and resourceful; do your research
- Build relationship with supervisor and get feedback
- Get to know other professionals
- Document new work, knowledge, skills, and experiences



Remaining Questions?

