

# HOW TO FIND AN INTERNSHIP

Use this sheet of tips to help you find an internship, whether you have something specific in mind or just want to gain extra experience during your summer break.

## Research

- Ask professors in the area of the internship if they have any suggestions for contacts or organizations that might be interested in having you as an intern.
- Ask your parents if they have any suggestions of ideas for internships.
- Be realistic about what you are prepared for and what you can find—this isn't the time to look for your dream job and refuse to accept anything else—be flexible about what you might learn and be willing to consider all opportunities.
- Make sure you have enough time to commit to the internship (a minimum of 8-10 hours per week)—you want to do a good job!
- Network with North Park Alumni and family and friends on Facebook and LinkedIn; North Park Alumni are often very willing to help connect students with internships.
- Talk to your classmates and friends about internships they might have had in the past: Did they find the site on their own? Did North Park set up the site? Did they like the internship? What did they learn and how would they improve the relationship the next time?
- Do a Google search for organizations which might employ an expert in your major area. Example: for a Social Work internship, search community organizations, churches, kids clubs, and organizations that support the homeless.

## For Credit/Not for Credit

- If you are not completing the internship for North Park credit, make an appointment with Career Development for resume review, to get a cover letter template, and pick up some networking and interviewing tips. Call x5575 or email [Careers@northpark.edu](mailto:Careers@northpark.edu) today.
- If you want this internship for credit through North Park University, be sure to:
  - Schedule a meeting with Gretchen Fry at [GFry@northpark.edu](mailto:GFry@northpark.edu) to make sure you are following the process correctly and to get the necessary paperwork.
  - Look for an internship with a mailing address and office, not in someone's home or Starbucks.
  - Make sure there is an expert who will serve as your site supervisor—someone in your major area who has specialized knowledge. (Example: an accountant to supervise your accounting internship, not a social worker.)
  - Make sure the site is willing to offer you credit for your time, and let them know that they will be contacted by North Park's Career Development and Internships Office to begin the relationship, discuss the process, requirements, and necessary paperwork.

**If you get stuck, need help, or have questions, email Gretchen at [GFry@northpark.edu](mailto:GFry@northpark.edu)!**