

# INTERNSHIP GUIDE

CLEMSON UNIVERSITY MICHELIN® CAREER CENTER

## *Steps to Searching for and Securing an Internship*

- ❑ **Figure out what you are looking for.** You should not start looking for an internship before you have sat down and answered the following questions:
  - Why am I looking for an internship? Is it for work experience, academic credit, or a different reason?
  - What type of organizations/work environments/industries align with my interests, abilities, and values?
  - Knowing that obtaining an internship is a process that requires planning, when am I looking to intern?
  - Do I want an on-campus internship (UPIC) or off-campus internship?
  - Are there any geographical constraints, or am I willing to travel/temporarily relocate?
  - Do I want to consider an international internship?
  - If the internship is unpaid, can I still afford to take the position?
  
- ❑ **Start researching internship opportunities.** Now that you have a clear idea of what your ideal internship is, there are a number of ways to begin looking for opportunities. Start looking about 4-6 months before your desired start date. Utilizing as many resources as possible will optimize your options.
  - Meet with a career counselor who will gladly help you with your internship search process – including updating your resumes and cover letters.
  - Attend a workshop on internships. See <http://career.clemson.edu> for dates and times.
  - Attend a career fair and information sessions to begin networking and talking to representatives of organizations that you would like to work with and find out if they have internship opportunities. You can find information about our career fairs and information sessions in ClemsonJobLink.
  - Search for opportunities on ClemsonJoblink (<http://career.clemson.edu/clemsonjoblink>). You can specifically search for on-campus (UPIC) and off-campus internship postings. You can use the “Advanced Search” option to search by major and location, as well as specifically for employers who have on-campus interviews. Also, search for “Historic Leads” for networking opportunities.
  - Check the Michelin® Career Center’s (<http://career.clemson.edu/students/internship>) “Internship” page. There are a number of resources for finding both domestic and international internships.
  - Keep in mind that only about a 25% of internship opportunities are posted. If there are specific companies that you would like to work for, contact them and find out if they offer internships and would like to have an informational meeting with you. Don’t forget organizations that many students overlook, such as hospitals, non-profits, radio stations, and newspapers. You can check ClemsonJoblink (<http://career.clemson.edu/clemsonjoblink>) for contact leads under the “Employer” section.
  - Visit the Michelin® Career Center Resource Library to learn how to set up your free accounts and navigate resources like Careershift and Going Global.
  - “Like” us on [Facebook](#) to get updates on organizations looking for interns.
  - Start networking by doing informational interviewing. Talk to friends, family, professors, etc. and let them know that you are interested in an internship.

- Contact a Clemson Alumni group in the city you are targeting by using [LinkedIn](#).
- **Narrow down the results and apply for internships.** Now that you have found opportunities that interest you, start applying. The idea number of applications depend on the type of internships that you are applying for (i.e., national programs vs. a local business), but you should apply to somewhere between 5 and 20+ internships. Remember to refer back to the questions that you answered in step 1 and make sure that these internships meet your criteria. To apply for internships, you may need to consider some of the following:
- Develop a tracking method, possibly in Excel, to assist you in keeping information in one place.
  - Most positions will require a resume and cover letter specific to each organization. There is a lot of information on how to develop a resume and cover letter on the Michelin® Career Center website. If you already have one, bring it in to the Career Center to have it critiqued before sending it. Make sure you bring a hard copy of the resume with you. If you can bring a position description, even better!
  - Many organizations will ask you for references. Before beginning the application process, seek out people (e.g. professors, previous employers, etc.) who are willing to serve as positive references for you. You never want to assume someone will serve as a reference for you.
  - Some positions may require an unofficial (more common) or official transcript. For an unofficial transcript, see [SIS](#). For an official transcript, go through the [Registrar](#). Official transcripts are \$12 per copy, and you should allow at least one full business day for the Registrar to process your request.
  - Certain internship programs may require you to submit a writing sample.
  - Some organizations, especially those with large internship programs, will have you fill out a formal application for the position.
- **Wait for responses.** This step is arguably the hardest part. It may take up to a month to receive responses about your applications (if you even receive a response at all). One to two weeks after you have submitted your application, follow-up with the organization to make sure it received your materials. Pay attention to deadlines, and once a deadline has passed, contact the organization again to see if it needs additional information and find out when interviews are being conducted. Be persistent, but not annoying.
- **Interview for positions.** Arrange an interview whenever possible. Some organizations have on-campus interviews at the Michelin® Career Center. Once you have interviews scheduled, the career counselors at the Michelin® Career Center can help you prepare for the interview by doing mock interviews. There are resources on the Michelin® Career Center [website](#) under the “Interview Tips” section. You can also take advantage of [Interview Stream](#), a virtual mock interview where you can critique yourself and practice answering interview questions. All you need is a webcam. If you do not have access to one, contact us, and we can reserve our Interview Stream room for you.
- **Accepting a position.** Consider all internship offers. Compare every internship offer with the guidelines that you set for yourself in the first section. Before you accept a position, be sure to get all of the details (e.g. compensation, description, etc.) in writing. If you were rejected from any organizations, take it as a learning experience and try to find out if there was anything that would have made your application stronger. Once you have secured an internship, consider signing up for an academic internship course

through your major or through the Career Center Internship Course ([INT](#); for more information). Also see our “How to Register for INT” guide for assistance.