



HOW TO FIND AN INTERNSHIP

A manual for graduates and last year students

SHIRLEY



UNIVERSITY CAREERS SERVICE

Check the university career services and see what they can offer. Most universities have their own career centre, it's typically located inside of the university campus and with an online website. It is designed to provide assistance and guidance for students by holding career workshops, boosting networking skills, as well as help students in finding suitable careers, internship opportunities or graduate school programs.


Besides those valuable resources that they offered, university career services may have relationships with local and national businesses. It means that applicants who apply for jobs and interns through their university might face fewer competitors, higher quality of positions, and a higher chance to land the job.




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GO STRAIGHT TO THE COMPANY


If you already have a company in mind, go straight to the company and ask whether they run an internship program or they are willing to give an internship opportunity. Their information on the internship could be able to find online through their official website.



If not, you could also send an email to them with your CV and cover letter attached.



If nobody replied to your email, phone them asking to speak to the person who coordinates the internship.



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ASK AROUND

Everyone has their own networks, sometimes people in your network might be able to help you. You would ask your friends or classmates who have or had an internship, parents or their friends, university professors, elder siblings, etc, who work in a similar industry.

This is not straightforward, it might take time to ask around. However, it is still an option that someone in your social circle might know or hear of some opportunities and could refer you an internship.

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SEARCH ONLINE

Online searches would also provide you with a massive number of internship opportunities. Below are the best places to search from.

- **Indeed OR Seek**

They are the large jobs search engine. First, just simply type "internships" or other personal preferences into the search field. Then, choose your location. You'll get hundreds of internship opportunities and job listings.

- **LinkedIn**

LinkedIn is the world's most popular professional networking site. It also contains the function to search for jobs and internships. Besides if you are looking for jobs, you can specify your preferences and select to "open to job opportunities", then recruiters would be able to see your profile. Refine your profile as professional as possible, because it represents you and might bring you some amazing opportunities.

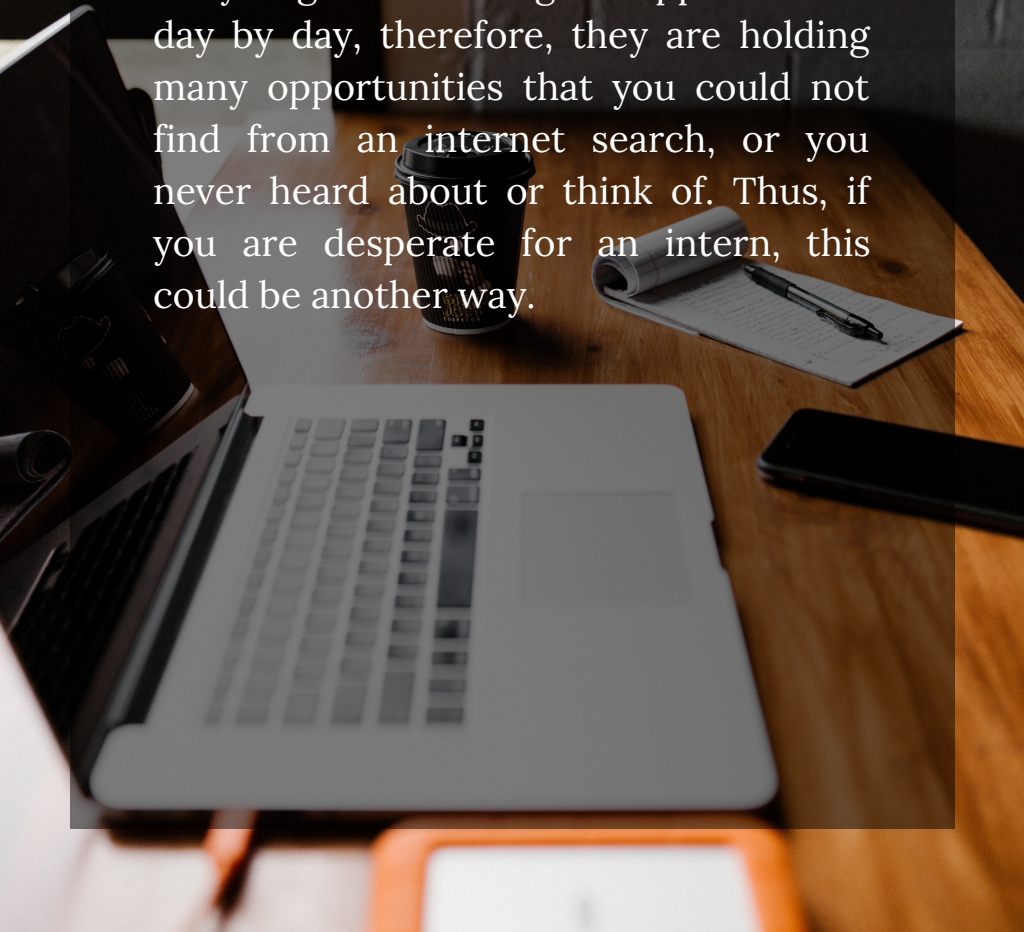
- **Google it**

You could also do a google search. You will get plenty of opportunities on several sites. You might also discover great opportunities from the sites that we're not familiar with, but you might want to explore and compare which position suits you the best.

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JOB HUNTING AGENCY

Job hunting agencies might be another option for you to find an internship, however, you might have to pay to them if they found you a job or an internship. They might be seeking for opportunities day by day, therefore, they are holding many opportunities that you could not find from an internet search, or you never heard about or think of. Thus, if you are desperate for an intern, this could be another way.



A photograph of a desk setup. In the foreground, a black keyboard and a black mouse are on a dark grey desk mat. To the right of the mouse, a pair of black-rimmed glasses lies on the mat. A brown leather bag is partially visible on the left side of the frame. In the background, a laptop is open, and a window with white blinds is visible. The scene is dimly lit, with light coming from the window. A quote is overlaid in the center of the image.

“IF IT
SCARES YOU,
IT MIGHT BE
A GOOD
THING TO
TRY.”

- Seth Godin