

Pursue Internship Experiences

Internships are invaluable to students seeking to gain the experiences they will need to make them competitive job candidates once they graduate. Through both paid and unpaid opportunities, internships allow you to gain **work experience** that will make you more competitive on the job market, allow you to evaluate an organization from a different perspective, and, potentially, allow you to demonstrate the skills you could bring to an organization, if you were hired for a permanent role. Below are some additional thoughts to consider when pursuing internship opportunities.

- Read the **BPA Career Development Newsletter** that is sent regularly to BPA students via email. The newsletter includes information on current internship and job openings, as well as on upcoming career-related events.
- Create an account in **Handshake** (on the CECE website), if you have not done so already. Regularly log in to Handshake to check for new internship postings.
- **Search for internships** announced directly on a company's website. In many cases, companies that do not partner directly with CSUB will still offer internships and will post those to their "Careers" or "Jobs" website. Create a **list of companies** where you would like to intern, or eventually work, and check their sites to see if they happen to offer internship opportunities. You can also search for internships on Indeed.com or LinkedIn.
- **Apply, apply, apply!** Submit an application for all internship opportunities that seem like they might be of interest to you. Even if you do not get an offer to move forward, preparing resumes and cover letters for internship and job applications is a skill that you will want to develop through practice. The more applications you submit, the greater the likelihood that you will be selected for an interview, at some time in the near future.
- Submit your application materials in PDF format, not as WORD documents, when asked to upload a copy of your resume or cover letter. In some cases, job application instructions may direct you to upload your application materials as a WORD file. In all other cases, however, you will want to upload those as PDF files, in order to minimize the likelihood that they may be altered after submitted.
- Review the "Prepare for Interviews" section below when invited to interview for an internship experience.
- **Inform** the BPA Internship and Career Development Coordinator that you accepted an internship offer; **update** your Handshake profile and add your internship experience to your account.
- **Do excellent work** while serving as an intern. Remember, this is a great opportunity for you to evaluate a company or an organization and experience its culture, but it is an even greater opportunity for an employer to evaluate you as a potential employee. Showing interest in the work, being collegial to those who work there, and taking advantage of the opportunity to pick up experiences and skills you did not have previously may all indicate to an employer that you could make important contributions to their company's or organization's mission in the future.
- If you are unable to secure a paid/unpaid internship, consider contacting a company or an organization of interest to you to ask about volunteer opportunities. Prepare a copy of your resume in advance of reaching out to anyone, and offer them a summary of your skills and the contributions you could make to the organization in a volunteer experience.

