

# MOUNT HOLYOKE

## CAREER DEVELOPMENT CENTER

Phone 413-538-2080 / Fax 413-538-2081 / Email

CDC@mtholyoke.edu

www.mtholyoke.edu/offices/careers

---

## Simple Steps to Developing Your Internship

1. **GOALS:** Establish your goals, both short-term and long-term, and how an internship can help you accomplish them. Is your goal to choose a major? Learn more about a profession or career field? Do you want to develop your public speaking, analytical, or writing skills? Are you considering graduate or professional schools?
2. **RESEARCH:** Do you want to intern close to home or abroad? With a Fortune 100 corporation or a not-for-profit organization? Where have Mount Holyoke College students interned in the past that are close to your goals or interests? (Refer to the Internship Evaluation Notebooks in the CDC Library to review the January and Summer Internship Final Reports for ideas). What do you know about the field? Look at the web sites of organizations that are of interest to you. Learn about the organization and corporate culture.
3. **MAKE THE CONNECTION:** Once you have established the type of internship you are interested in doing, now is the time to use the resources that are available.
  - **Personal Contacts:** Think about the people you know - - parents, relatives, friends, friends of friends, past employers, MHC faculty, your high school teacher or guidance counselor, or others in your network who may help you identify prospective sites. Did you have a previous internship or job experience and you would like to return? Give them a call! How about alumnae? *They* an excellent resource for **information only**. Do not ask alumnae directly for an internship or a place to stay – however, you may ask them for advice. Identify at least three (3) and conduct informational interviews with them to find out more about their profession and suggestions on how to gain direct experience in their fields. Be sure to thank them through e-mail or a letter for taking time with you.
  - **On-line Resources:** MHC Internship Connection, Internships-USA, MonsterTrak, Spotlight on Careers, Vault Online Career Library, and Career Search are all accessible from the CDC web site. Don't just limit yourself to what is accessible on the CDC website - take a journey through the World Wide Web to see what else is out there!
  - **Internship E-mail List:** The CDC receives numerous internship postings from sponsors regarding internship opportunities. In order for us to share this information with you, you must fill out the CareerNet card at the CDC or on the CDC web site to get connected with the CDC via email.
  - **CDC Library and Williston Library:** The CDC Library and the Williston Library have a variety of resources. The CDC has descriptions of internship programs domestic and abroad, as well as job and internship newsletters, and directories. Both the CDC Library and the Williston Library have databases that can be of valuable resource to you also.



## NEXT STEPS:

1. Create a resume (see our web site for resume handouts) so that when you contact prospective sponsors, you can have a current resume to give them upon request
2. Create a cover letter (see our web site for cover letter handouts) to accompany your resume highlighting your skills, interest, why you would like to intern with that organization, and why you would be a good fit for them. This is once you have contacted a site and have an idea of the opportunities that are available.
3. Write or call several potential sponsors. We usually recommend that you write them first to notify them of your interest. You are welcome to make a phone call, but this is usually done if you already know the individual.
4. Suggest possible responsibilities. Some organizations may not have ever considered interns. If this is the case, you may want to let them know your goals and skills you would like to develop in order to give them an idea of where you may fit into their organization. Ask them if there are any projects they foresee where you may be of assistance.
5. Follow up! Send a follow-up letter to any correspondence you previously had with a potential internship sponsor whether it was through e-mail, a telephone call, or a letter.
6. As you follow these steps, remember we are here at the CDC to help you along the way. You may come in and talk with a peer Career Advisor anytime we are open. For questions you would like to ask a counselor you may utilize the drop-in hours at the CDC, or schedule an appointment by calling the CDC at x2080.



## NOW YOU HAVE LANDED THE IDEAL INTERNSHIP. NOW WHAT?....

Be sure to register your internship with the Career Development Center, whether it is for a January or Summer internship experience, in order to receive transcript notation. Mount Holyoke College does not grant credit for internships, but we do acknowledge your experience by officially noting it on your college transcript. The advantages of registering your internship with the CDC and receiving transcript notation are many. First, it offers you assurance that if for some reason things go awry when you are on-site, the Career Development Center can assist you to the fullest extent. Also, transcript notation offers credibility to your experience. When you pursue graduate school, scholarships, jobs or other internship opportunities that may require a transcript, transcript notation merely validates the experience that you have indicated on your resume!

Be sure to check the Career Development Center web site at [www.mtholyoke.edu/offices/careers](http://www.mtholyoke.edu/offices/careers) to find out our workshop schedules and other valuable resources to assist you in your internship, job, and graduate school pursuits!