ESTABLISH YOUR GOALS
- What are your short-term and long-term academic and career goals?
- How can an internship help you accomplish these goals?

DO RESEARCH
- Where have Mount Holyoke College students interned in the past, relating to your goals or interests? Refer to the Internship Reports in the CDC Library.
- Research the organization, culture or industry to narrow your focus. Refer to tools in LyonNet such as Spotlight on Careers and Vault Online Career Library. Look at the web sites of organizations that interest you.

DEFINE PARAMETERS
- Geographic preferences (close to home, in the US or abroad?)
- Organization type (Fortune 100 Corporation or a not-for-profit organization?)
- Organization size
- $ (can you afford to take an unpaid opportunity?)

FIND OR CREATE AN OPPORTUNITY
Once you have established the type of internship or research project you are interested in pursuing, now is the time to use the resources that are available:

- **MHC Opportunities**
  Multiple pre-arranged internship and research opportunities are coordinated by various centers and departments on campus. For a complete list of opportunities, go to www.mtholyoke.edu/go/UAF and search the Participating Programs page by major or areas of interest.

- **Other Opportunities & Resources**
  - **Online Resources**
    - LyonNet - hundreds of internship opportunities posted by employers and alumnae daily to specifically recruit MHC students.
    - LACN (accessed through LyonNet) – Liberal Arts Career Network is a consortium of the career offices of 30 top small liberal arts colleges, providing access to job postings from all 30 schools
    - Internships-USA (accessed through LyonNet) - the largest internship site on the web, offering over 3,000 internships
  - **Develop Your Own Experience**
    Parents, relatives, friends, friends of friends, past employers, MHC faculty, high school teachers or guidance counselors and others may help you identify prospective sites. We recommend attending a Networking workshop to help you present and market yourself. Consider the following:
    - Did you have a previous internship or job experience and you would like to return?
    - Do your parents or friends have connections at an organization that interests you?
    - Think of your dream internship, organization or admired leaders in the field. Aim high; give them a call!
  - **MHC Alumnae**
    Lifenet (accessed through LyonNet) is a networking program that allows alumnae and students to get in touch and stay connected. Alumnae are an excellent resource for information and mentorship only - do not ask directly for an internship or a place to stay.
    - Ask alumnae for industry insight, reflections on their career path, and about common career interests.
    - Conduct informational interviews with alumnae to learn about their professions and suggestions on how to gain direct experience in their field.
    - Ask for suggestions of other people or resources (books or websites) that would help you.
    - Be sure to thank the alumna, through e-mail or a letter, for taking time with you.
• **CDC and Williston Libraries**  
The CDC Library and the Williston Library have a variety of resources. CDC Resources include:  
  - Student Internship Reports – a collection of student reports on prior internship or research experiences  
  - Descriptions of internship programs, domestic and abroad  
  - Job and internship newsletters

**THE NEXT STEPS**

- **Create a Resume**  
  - Go to [www.mtholyoke.edu/cdc/guides_forms_and_how_tos](http://www.mtholyoke.edu/cdc/guides_forms_and_how_tos) for the Resume Guide  
  - Attend a resume workshop (held every Friday, see LyonNet Calendar) or have your resume reviewed at the CDC

- **Create a Cover Letter**  
  To accompany your resume & highlight your skills, interest in the organization, and why you would be a good fit for them  
  - Go to [www.mtholyoke.edu/cdc/guides_forms_and_how_tos](http://www.mtholyoke.edu/cdc/guides_forms_and_how_tos) for the Cover Letter Guide

- **Apply**  
  - Apply to Several Opportunities – do not pin all of your hopes on one opportunity  
  - Pre-Determined Programs - follow their application instructions  
  - Creating Your Own Opportunity:  
    - Make Contact - Write to a prospective sponsor first to notify them of your interest or make a phone call (phone calls are usually done when you already know the individual).  
    - Suggest Possible Responsibilities - Some organizations may not have ever considered interns. Or, if there is an existing program, share your ideas about your particular area of interest or skills to see if it could be incorporated into your assignment with them.

- **Follow up!**  
  - Send a follow-up letter to any correspondence you previously had with a potential internship site or alumna, whether it was through e-mail, a telephone call, or a letter.

- **Funding**  
  - If you are pursuing an unpaid or partially-paid summer opportunity, consider applying for Internship/Research Funding through MHC’s Universal Application Form. Visit [www.mtholyoke.edu/go/UAF](http://www.mtholyoke.edu/go/UAF) for more information.

- **Visit the CDC for Help**  
  Remember we are here to help you!  
  - **Peer Career Advisors** - available in the CDC library anytime we are open  
  - **Counselors** - available through 15 minute drop-ins and 30 minute scheduled appointments  
  - **Workshops** - Visit the CDC Calendar in LyonNet for helpful workshops on marketing yourself, interviewing skills, networking, UAF workshops, informational panels with alumnae or industry specialists, and much more.

**ONCE YOU HAVE LANDED THE IDEAL INTERNSHIP**

**Internship Network**  
Whether you have arranged a January Career Experience or a summer internship, be sure to enroll in the Internship Network at [www.mtholyoke.edu/cdc/internships/internship_network](http://www.mtholyoke.edu/cdc/internships/internship_network) Enrolling gives you access to contact information for current and former interns, employers, and MHC alumnae. Participants also receive updates on any network events in their area, access to CDC resources, and a possible feature on MHC’s homepage through the Career Connections series and other publications.

**Independent Study Projects**  
At Mount Holyoke, through additional coursework, students may receive credit the subsequent semester after completing an internship by signing up for an independent study with a faculty member (295P or 395P). While this is a wonderful opportunity, it does take quite a bit more planning and collaboration since you will need a faculty advisor as well as a detailed academic plan. If you need a copy of your Internship Network registration and evaluation materials to review with your faculty advisor, please send your request by email to Dyanne Rousseau at dyanne.rousseau@mtholyoke.edu