Take the fast line toward your career goals!

**Reasons to get an internship**
1. Test drive different career options
2. Gain hands on experience
3. Apply your coursework knowledge to the “real world”
4. Build a professional network
5. Increase your marketability for future jobs and graduate school

**How to land an internship**

1. **Research Your Career Interests**
   Narrow your career interests before you begin your internship search in order to target internships based on your major or career goals. There are a multitude of internships and they vary greatly for every career field.

2. **Seek Internship Advice**
   Stop by the Career Center during our Take Ten (Mon-Fri 11am-4pm) career consulting hours or make an individual appointment with a counselor to (1) Discuss your personal career goals (2) Ask specific internship questions and (3) Develop an action plan to start your internship search.

3. **Begin the Internship Search**
   Utilize a variety of methods and resources to help you with your internship search.

4. **Prepare to Apply**
   Research the requirements and the application process for every internship you want to apply for because these may vary. You will most likely need to create a tailored resume and cover letter.

5. **Practice your Interviewing Skills**
   Participate in a one-on-one Practice Interview and receive feedback from a trained professional to help you improve your chances of landing the internship.

**Maximize your Internship**

1. Make sure the internship is project-based and you are obtaining meaningful work experience.
2. Deliver high quality work and strive to exceed expectations.
3. Develop mentor relationships with professionals across the organization.
4. Take the initiative to seek additional responsibilities when you have completed your work.
5. Maintain your network after the internship is over for future referrals and letters of recommendation.

**Internship Questions?**
If you are unsure of what type of internship you are interested in, schedule an appointment with a Career Counselor to discuss your interests.

**Internship Search**
- ZotLink Online Job & Internship Listings
- On-Campus Interview (OCI) Program
- Career Fairs
- Networking
- Company Websites
- Internship Search Engines
- Career Center Internships
- UCI Internship Programs
Career Center Internship Programs

UCDC Internship Program
A summer internship program that allows you to Live, Learn, and Intern in our nation’s capital. For more information go to http://www.ucdc.uci.edu/

Sacramento Internship Program
Offers career-related internship opportunities in public service, while providing a UCI presence in the state capital. For more information go to http://www.statecap.uci.edu/

Peer Consultant Internship Program
An academic year long internship program where students help fellow students with their career, resume, interviewing, job search, academic major, and graduate school concerns through one-on-one drop-in advising. For more information go to http://www.career.uci.edu.

Internship Facts:
- 63.2% of new college hires had internship experience.
- Employers draw approximately 40% of their full-time new college hires from their internship programs.
- Employers cited career fairs, recruiting on campus and getting referrals from interns as the most widely used and most effective technique for recruiting interns.
- The percentage of interns receiving full-time job offers as a result of their internships increased from 56.9% in 2001 to 66.7% in 2011.
- More than 75% of employers prefer to hire candidates with relevant work experience.

UCI Internship Programs
➢ Visit “Find a Job or Internship” on the student section of our website to find information about additional UCI departments that have internship programs. www.career.uci.edu.

Additional Resources

Going Global
Going Global provides country-specific career and employment information, including world-wide internship postings. To access Going Global log in through your zotlink account.

Practice Interviews
To prepare yourself for your internship interview participate in a practice interview at the Career Center.

Anteater Career Network (ACN)
The Anteater Career Network is a NEW library of informational video interviews with community members and UCI Alumni discussing their experience and career path.

Internship Answers
To learn more about internships, how to find them, how to prepare to apply to one and how to maximize your internship experience view our online internship workshop. Go to www.career.uci.edu.

Take-10
Visit the Career Center during Take-10 consulting hours (Mon-Fri 11:00 – 4:00) to get your resume and cover letter critiqued.