

Internship Intelligence

Key Reminders and
CareerShift Tips





CareerShift Internship Guide

How CareerShift Can Help You Find and Land Your Dream Internship

CareerShift enables you to search thousands of open opportunities, find helpful contacts, and convert your organized research into strategic outreach. CareerShift can make you more efficient, better targeted, and more prepared in your search for a great internship (or job).

Easy Ways CareerShift Can Expedite Your Search

1. **Limit Job Type:** If you're searching for an Internship, turn on "Advanced Search Criteria" and make sure that "Job Type" = "Internship."
2. **Prioritize Timing:** "Advanced Search Criteria" is also very helpful if you want to sort results by recency of job posting or you want to limit results to a specific time frame (e.g., within last day or week).
3. **Define and Redefine Geography:** To search by location, try multiple approaches, separately. Use the free text "Location" field to describe where you want to look. Try also leaving the "Location" field blank and using the "State/Province" and "City/Metro" fields. You can also try leaving "Location," "State/Province," and "City/Metro" blank and input zip code and "Zip Radius." Don't use zip code inputs if you're using those other geographic fields.
4. **Test Keywords:** Use the Keywords field to filter results and fine tune your search. Try the "All Keywords" and "Any Keywords" options to assess what's most effective in returning listings that match your interests.
5. **Use Company Search:** Try different variations of a company's name (e.g., with and without Inc. or Co., using/not using abbreviations, corporate parent vs. division or brand) to ensure that you are seeing all relevant listings.
6. **Save Results:** After finding opportunities of interest, select "Save for Later." Then, pick the folder to place the result, assign contacts to it, and add any notes you want to make about the opportunity. You can create sub-folders within "Jobs," such as "Interested" and "Apply" to better organize your found opportunities.
7. **Save Searches:** When you create a set of search parameters that produce results that interest you, use "Save Search" to reuse the selections later.

11 Key Reminders for Your Search

Internships are an invaluable supplement to your classroom experience. They can help you figure out what you want to do after college and make you a far more qualified and attractive candidate.

Finding an internship that's great for you and getting hired require determination and planning, but it's an investment in time and effort that can pay tremendous dividends.

Keep these tips in mind for a more successful and manageable search:

1. Explore your strengths, your interests, and your values to help you determine what you want to do and why. (Take the *DISC Assessment & Discovering and Developing Core Values* course, both included in this program.)
2. Identify skills you want to develop and gaps to address between where you are where you want to be at graduation.
3. Embrace networking and learn to ask for advice and help. (Use the *Building a Personal Board of Directors* workbook included in this program.)
4. Take advantage of the resources available through your school's career services center.
5. Keep in mind that micro-internships are a great way to explore what you are curious about. (Visit ParkerDewey.com.)
6. Create a list of projects you have done (in the classroom, in extracurriculars, in work settings) that enable you to share a challenge you faced, your role in resolving it, and what you learned. Be able to explain how your experience has helped prepare you to succeed as an intern.
7. Practice describing, in writing and verbally, examples of your ability to collaborate, empathize, listen, and lead.
8. Before every interview, research the company and the role, and prepare a list of targeted questions to ask.
9. If you are genuinely interested in an opportunity, clearly communicate why. Be specific.
10. Keep moving forward. Rejection and frustration are normal and unavoidable. Persevere.
11. Celebrate your successes, big and small.