

# INTERNSHIPS

## What is an Internship?

*An internship is a temporary arrangement in which you gain on-the-job experience in a field related to your program of study.*



## Why do an Internship?

Internships are an opportunity to:

- explore career interests
- develop skills and build your resume
- make new connections/build your professional network
- apply your academic background to “real world” problems and issues
- get your foot in the door, which may lead to a full time job

## When should I start looking for an internship?

We suggest you begin your search 5 months in advance to get familiar with potential opportunities.

Some companies have a small window when they will accept internship applications. Starting early allows you more time to find an internship that is a good fit.

Don't restrict yourself to companies or internships that are well known. Keep an open-mind about where you look for opportunities.

## EARNING COLLEGE CREDIT

CCC has an internship program called Cooperative Work Experience (CWE). CWE is a required course for some Career Technical programs. In other cases, CWE is an optional course where elective credit may be earned (such as students pursuing a Transfer Degree). **Not all internships qualify for college credit at CCC, so ask the CWE Office or your Department for prior approval.**



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# FINDING AN INTERNSHIP

## Identify Your Goals

Before you begin searching for an internship, first, you will want to clarify your internship goals.

*The following questions will get you started:*

- What are my career interests?
- What do I like doing??
- What skills do I want to learn?
- What type of organization am I interested in?  
Consider the size of the company, ownership, culture of the workplace, location, etc.
  - Do I want to intern with a for-profit or non-profit?
  - What's a good fit for me? Small Business or a large established company?
  - Am I open to paid or unpaid opportunities?

Need help clarifying your goals? Talk to your [faculty advisor](#) in your department or [schedule an appointment](#) in the Career Center.

## Update Your Application Materials

Companies may require a resume, cover letter, and references in the application process. Your application materials need to look polished and professional. Make sure your materials are up-to-date and are targeted toward your desired goal.

**Resume:** Get to know your industry and get a feel for what skills are desirable. Target your resume to the company and clearly articulate your skills and interests with emphasis on your accomplishments and value you bring to the company.

**Cover letter:** Your cover letter should clearly convey how your prior experience makes you a good fit and why you are excited to intern with their company.

*Have a faculty advisor or the Career Center staff critique your resume and cover letter to ensure you have marketed your skills as effectively as possible.*

**References:** Prepare a reference sheet with at least 3 current professional references. Make sure you contact them in advance and ask if they would give you a good reference.

**Interview:** Practice your interviewing skills by scheduling a mock interview in the Career Center.

## Where to Find Internships

The most effective internship searches involve deploying a variety of search strategies.

- **Tap into your network.** Networking is the best strategy to find internship opportunities. Not all Internships are advertised, so it's important to have good contacts and connect with people who can help you get your foot in the door.
- **Ask faculty and instructors** for recommendations.
- **Tell your family, friends and acquaintances** that you are looking for an internship and what type.
- **Attend campus events to build your connections** with professionals in your field, such as Career Fairs [www.clackamas.edu/CareerFair](http://www.clackamas.edu/CareerFair).
- **Register for CCC's Job/Internship board** at [www.collegcentral.com/clackamas](http://www.collegcentral.com/clackamas).
- **Check bulletin boards** outside of your department for internship postings.
- **Search internship websites.** There are industry-specific internship sites and sites that post for all fields.
- **Look on company websites.** Some companies have internship programs listed on their career pages. Try a keyword search using Google (eg: "internships Multnomah County" or "internships Fred Meyer").
- **Make a list of organizations** that interest you. Contact them directly to inquire about internship programs. (Hint: Rather than contact Human Resources, research the person who directly oversees the program or department you want to work for, and contact them directly).
- **Visit the Career Center** to learn how to find local companies in your field.
- **Propose an internship** with an organization that does not currently have an intern program.

The Career Center is here to help! Contact us for assistance at 503-594-6001 or [careercenter@clackamas.edu](mailto:careercenter@clackamas.edu)