

HOW TO FIND AN INTERNSHIP

<http://richcareer.net/finding-internships/>

Our career center is busy with students asking, “how do I find an internship?” Related to that, “is it too late to find a summer internship?” Although some employers post summer internships as early as October, it is not too late. I have had employers call me the week leading up to graduation to post a summer internship. Yes, employers procrastinate too!

The two approaches to finding an internship are similar to finding a full-time job: talking with people in your network and searching for possible positions. These two approaches need to be done in concert with each other. You will learn about internships through networking, and if you see an open position posted, you will need to communicate with people in your network to improve your likelihood of getting an interview. Don’t do one or the other; do both and do them intertwinably (yes, that’s not a word).

YOUR NETWORK

Just like a full-time job search, you will be in much better position in your internship search if you already have a network in place. This is an important point to realize if you are currently a freshman and might not intern for another year or two. Your internship search starts now with building your network.

In my blog post, *Networking: Taking the First Steps*, I talk about how to get started with establishing your network. In summary, start with people you know and branch out from there. As you meet more people, they become part of your network; just be sure to maintain your network. Stay in touch, even if it’s a quick email to say hello or comment on something they post on LinkedIn or Twitter.

Your network can be of tremendous value to you as you seek new opportunities, but you need to make sure your relationships are solid. You can’t expect to meet someone one day and have them refer you to an internship the next day. “Networking (online or offline) is more about farming than it is about hunting,” advises Owen Swift, a sales consultant with Terumo BCT. “You need to plant your seeds well in advance of the harvest.”

SEARCHING FOR INTERNSHIPS

Searching for possible positions includes those that are posted online, those that are still in the planning stages with hiring managers, and those that may never come to exist if not for your persistence in making it happen.



In my experience, the “hidden job market” for internships is more extensive, as a percentage of the overall market, than for full-time jobs. Internships are less costly, less risky, and come with less of a time commitment for the employer. Therefore, employers are more likely to create new internships “on the fly” than they would in offering new full-time, regular positions.

Tapping into the “hidden job market” takes time and effort. You need to be persistent and have confidence in yourself. In many ways, it’s like being a sales person, asking for referrals and tracking down leads. As you reach out to your current network, tell them about your interests and ask them who they would recommend that you contact.

You can also identify potential contacts by being active on LinkedIn and Twitter. Participate in LinkedIn groups that align with your professional interests. You can also join your college’s alumni group. Find and participate in discussions within groups. You can sometimes get to know people and message them privately if you’ve engaged in conversation with them in a group discussion.

On Twitter, you can find chats that occur on a regular basis. You can also search for internship openings and locate individuals who are looking for interns. For example, I helped a student search “environmental internship boston” and the first tweet we saw was “In Boston and looking for an internship this semester? Come work with me on important environmental & social issues!”

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For internship openings, top sites I would look at include YouTern.com, Internships.com, Indeed.com, InternMatch.com, and Idealist.org. Look for websites in your local area that aggregate opportunities. For example, in Maine, look at InternHelpME and for technology internships, Project Login. In Boston, look at InternHub.

Before you shoot off a resume and letter, put thought and effort into it to make sure you submit quality documents. Consult with your college career services office or someone with experience in applying for professional positions. Your resume and letter need to be super-sharp, addressing the needs of the employer. Check out the links provided at the bottom of this blog post to help you with your letter and resume.

Find out who within your network knows someone who works for the organization where you are applying. Ideally, identify an employee to reach out to before you submit your materials and set up a phone conversation. You can learn a lot about a company or organization by talking with people on the inside. By learning more about the organization beforehand, you can do a more effective job in customizing your letter and resume.

The person you talk with may also offer to help you get your resume noticed by the hiring manager.

To uncover these connections, ask people within your “in real life” network and on social media. I refer to this aspect of tapping into your network to help you with internships that are openly posted as the “gated job market.”

The opportunities are not hidden, but you still need to network as diligently as you would to find opportunities within the “hidden job market.” You can identify people who are connected to your network on LinkedIn by conducting an “advanced” search. To find alumni from your college, besides your alumni group, look in “education” under the “interests” menu.

And a final point, be sure to remain in close contact with your network. Follow up and keep your professional relationships alive. It’s sometimes a simple matter of touching base to tell your contacts what you’re up to and what you’re finding in your search. You can ask for their insights about specific companies you’re interested in. Thank them for any referrals they have given you so far, and let them know the results of those connections. When your search concludes, thank people in your network again. Let them know where you are interning, and express your appreciation for their help.

RichCareer. (n.d.). *RichCareer*. Retrieved May 6, 2014, from <http://richcareer.net/finding-internships/>

HOW TO TURN AN INTERNSHIP INTO A FULL-TIME JOB OFFER

BY SUSAN HAMADE, RICHTER, SPECIAL TO FINANCIAL POST

[HTTP://BUSINESS.FINANCIALPOST.COM/2014/04/24/HOW-TO-TURN-AN-INTERNSHIP-INTO-A-FULL-TIME-JOB-OFFER/](http://business.financialpost.com/2014/04/24/how-to-turn-an-internship-into-a-full-time-job-offer/)

Scoring an internship is at the top of most students’ wish lists. At Richter, we receive hundreds of applications each year for only 30 positions across our Toronto and Montreal offices. Applying for an internship can be rigorous and competitive, but the real challenge begins once you’re on the job.

Keep these tips in mind for your best shot at turning a summer internship or co-op gig into a long-term career prospect:

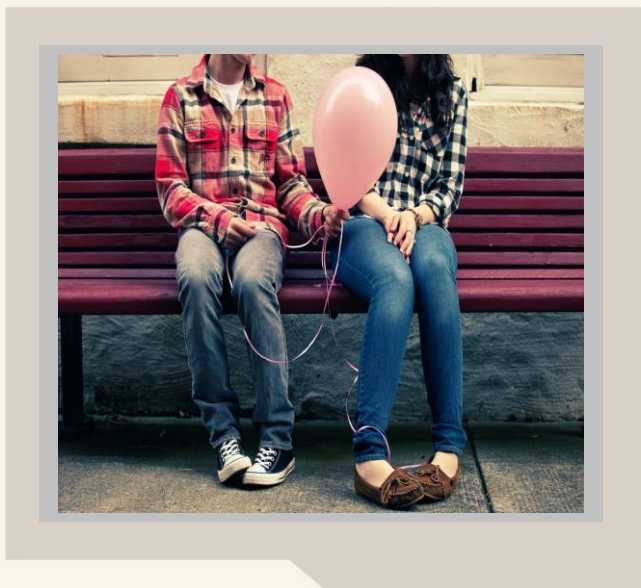
SHOW OFF YOUR SOCIAL INTELLIGENCE

You’ve been hired to work, so yes – business commitments should always take priority. But demonstrating your work ethic doesn’t mean hiding behind a computer all day. Think beyond your to-do list, and look for ways to make yourself memorable.

Last summer, when a University of Toronto student was presented at a team meeting, he stood up in front of 50 partners and new colleagues to introduce himself and express why he was genuinely excited to join the team. That kind of enthusiasm for the job left a lasting impression, and he continued to show great social intelligence by building relationships with colleagues throughout his time at the company. One year later, he’s full-time, and a highly valued member of our team.

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SPEAK UP – BUT KNOW YOUR AUDIENCE

While showing initiative can be impressive, it's equally important to read your audience. You were hired because your employer believes your smarts and skills will bring value to the company. But when you're new to an organization, be sure to observe the unwritten rules to avoid stepping on toes.

Just a few months ago, a student with the best of intentions inadvertently repeated confidential information during a client meeting because he felt pressured to say something, not realizing he wasn't even expected to chip in on a matter well beyond his years of experience.

Have a conversation with your manager to understand your role, and never underestimate the power of observation. It's one of the best (and simplest) tools for learning the ropes.

DON'T ASSUME YOU'RE INVISIBLE TO THE PEOPLE AT THE TOP

Whether it's the managing partner of an accounting firm, or the editor in chief of a magazine, the corner office dwellers got their start just like you. You may not have direct contact with senior leaders, but your behavior will be noticed.

Plus, you never know who knows who. The office receptionist might be the same person who books travel for the company's executive team, so treat everyone you meet with kindness and respect. And above all — avoid office politics. Don't let the reputation you've worked so hard to build crumble overnight.

“SEND” ISN'T ALWAYS YOUR FRIEND

There's nothing like an accidental “reply-all” on e-mail to get your heart racing. We've all had those days when airing a frustration with a co-worker makes us feel better... for a moment. But just imagine how easily a quick vent can turn into a serious regret if you mistakenly hit “reply-all,” or that message gets passed along to the wrong people.

There's no doubt about it – internships can be challenging, and some days will be tougher than others. But work e-mail is not an appropriate tool to air your grievances. Find productive ways to channel your stress, like openly communicating concerns with your manager.

DON'T JOIN THE WOLFPACK

You might sit in the same section as other interns, but you're not expected to move in packs. You were hired as an individual and that individuality should shine at work. Forming a bond with your peers is important as you take those first steps into a new career, but so is seeking mentorship from colleagues with the wisdom and experience that can help shape your career. Few would ever say no to a morning coffee. You've just got to ask.

During co-op and intern recruitment, we often ask students the same interview questions we ask employees vying for full-time roles because we want them to be part of our team for the long haul. Treat the next few months as your opportunity to show your employer not why you're right for the internship, but why you're right for the job.

Hamade, S. (n.d.). How to Turn an Internship into a Full-Time Job Offer. *Financial Post*. Retrieved May 6, 2014, from <http://business.financialpost.com/2014/04/24/how-to-turn-an-internship-into-a-full-time-job-offer/>

WHAT I LEARNED ABOUT INTERVIEWING FROM DATING

BY KEVIN KERMES, FOUNDER OF ALL THINGS CAREER
[HTTP://WWW.CAREERATTRACTION.COM/DATING/](http://www.careerattraction.com/dating/)

I've coached more than one thousand people before interviews. While I don't have quite that many dates under my belt, it's always struck me how the two are so similar. From the outset, whether it's a first date or an interview, there's a mix of euphoria, anxiety and a thousand “what ifs.” And keeping all those things in check can be the difference between success and failure.

Here's a step-by-step guide for getting through the interview jitters:



For more information about these articles please visit:

<http://business.financialpost.com/2014/04/24/how-to-turn-an-internship-into-a-full-time-job-offer>

<https://www.linkedin.com/today/post/article/20140428181959-1505977-what-i-learned-about-interviewing-from-dating>

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THE FIRST DATE

Without fail, when I prepare a client for an interview, they always start talking about what they're missing or rehashing why they were fired/downsized/let go. Just like talking about your ex on a first date, this is a really bad place to start. Even if it's just in your head, you run the risk of self-sabotage by steering the conversation in that direction. (Kind of like driving towards lights on the highway.)

Instead, focus on what you have in common with the other person and establish a reason for a second date. Just like you wouldn't expect to rush to the altar after your first date, the initial interview is about getting to know one another. You want to give the interviewer reasons to want to bring you back to learn more about you, not flag the waiter down for the check and sprint for the door.

Remember, you want to define yourself as an expert with the ability to solve problems, not as simply a job seeker. Job seeking is a condition of your employment, not the value you bring as a new addition to a company. Moreover, it's not why you're going to get hired or a reason for the company to max out the compensation scale in your favor—just like being single isn't the reason you score a second date.

GET ENGAGED, GET INTERESTED

Ever had dinner with someone who couldn't stop talking about themselves? It kind of reminds me of telemarketers.

Remember those guys? You'd pick up the phone in the evening and someone on the other end would verbally vomit on you. It didn't matter what you needed. They had a product to sell and a script to push through. It wasn't a conversation. Honestly, it wasn't really even a sales pitch. It was more like force-feeding. Until, of course, you simply hung up on them—which is something you don't want to have happen to you in an interview.

So, don't have an untargeted presentation of who you are and what you do. Ask a few questions so you can determine if they need what you have to offer.

This way, you will add value and have a more meaningful conversation—which translates to better compensation. It will also let you both know whether or not the position truly is a good fit for you. Sometimes getting to "no" is more important than getting to "yes."

"I WON'T BE IGNORED, DAN!"

Bar none, my favorite quote from *Fatal Attraction*. No matter what character Glenn Close plays, I always envision Alex in the corner flipping that light switch on and off. Don't let this be the image you leave people with when the process either doesn't move as fast as you'd like or the company moves in another direction. When it comes to calling or emailing someone, there's a fine line between pleasant persistence and outright stalking.

I've written about turning rejection into opportunity and the importance of handling such situations well. I've experienced something similar with women I have dated when things didn't work out (sometimes their choice, sometimes mine). No matter the reason, I've subsequently been set up by many exes with their friends because they considered me a "good guy." That's exactly how I met my wife, Jill. In interviewing, just like in dating, you spend a good amount of time and effort in building up a connection—possibly a relationship—with another person.

To throw all that away because you aren't chosen for a job is a really bad choice. Just like we rely on our friends' suggestions and opinions when making decision, so works the hiring process. And, in this highly competitive market, having former interviewers out there spreading the good word about you is only going to make finding the right job that much easier.

Kermes, K. (n.d.). What I've Learned About Interviewing From Dating. *Career Attraction*. Retrieved April 30, 2014, from <http://www.careerattraction.com/dating/>