The Internship Process

1. The Internship Search

Find internships you are interested in.
1. Use Handshake - employers use this because they want UCLA students
2. Google is your best friend, start searching!
3. Use your Network - start asking around
4. Think about types of internships: unpaid v. paid, around UCLA v. back home, abroad v. US, a new industry v. something you have experience in

Tip: It's okay if an internship is unpaid or for a smaller company. Every internship has something to offer if you put in effort.

2. Prepare your Application

Create the best application possible.
1. Perfect your Resume - Go to the Career Center and get help, ask a friend/peer to read it over, find other resume examples
2. Draft, Edit, and Rewrite a Cover Letter. Again, Career Center is a great resource.
3. Learn how to Market Yourself - give yourself the credit you deserve. Students have more to give then they realize!

Tip: Know someone who regularly hires people? Have them look at your application - they know what to look for!

3. Present Yourself

Act professional in all correspondences.
1. Have proper Email Etiquette - Address the person correctly, use professional language, and have a proper format.
2. Practice for the Interview - Look up sample interview questions, have possible answers prepared
3. Research the company before an interview - Be very familiar with their website and company goals. You can even look up the interviewer on LinkedIn!

Tip: Send a thank you email after the interview!

4. Perform

Get the best internship experience possible.
1. Be productive and eager - complete tasks in a timely manner with high quality
2. Be creative - you may be the only young person in your work space. Most people appreciate a new perspective.
3. Never turn down an extra opportunity - volunteer to help with an additional project. This is a way to learn extra skills outside of your usual workload.

Tip: Don't be afraid to offer new ideas!

5. Evaluate

Take some time to self-reflect.
1. Evaluate your internship work load. Is your supervisor giving you enough to do? Too much work? It is better to address these issues during your internship to get the best experience.
2. Ask yourself, are you enjoying the work you are doing? Is this something you could do as a career?

Tip: Use this time to do informational interviews. Ask your co-workers around you what they like about their work and how they started working there.

6. Create a Lasting Impression

Your internship is not over the minute you leave the job site. The relationship you created with your supervisor/company can last a lifetime.
1. Keep in Touch! - Send them an email every once in a while, attend one of their events, or ask them for coffee/lunch
2. When you get your next internship/job, email them and thank them for helping you get to the next step. People like to hear about their intern's successes!

Tip: Send them a Holiday Card in Winter!