



Applying for an Internship

AOS Success Center

Why Do You Need to Apply to an Internship?

Internships are crucial to getting authentic experience before being hired for one similar to it. You need to experience an internship so that you can gain experience in a certain job field, not only so that you can put this experience on your resume, but so that you will know how to handle the occupation you've chosen from all sides. Also, companies, organizations, and other fields sometimes look favorably upon those who intern for them, and they may eventually end up offering jobs to their interns as they become available. Internships open doors to where you are wanting to go professionally, and they are excellent experience-builders.

Steps to Apply for an Internship:

1. Know the kind of internship that you want. Based on your academic degree and what kind of job you want, think about the kind of internship that would be valuable to you in gathering experience for your future occupation. What are you passionate about? What do you want to do with your life? If it's related to helping others, you could intern for a food bank or The Red Cross. If it's related to education, you could intern at a school district for a licensed teacher. There are so many options, and there is definitely a great one out there for you!
2. Start looking early. This is the most important step! Be sure that you start looking for internships in your desired field early because they don't stay open for very long. Get on the ball, know what kind of internship you are looking for, and always be on the lookout!
3. Look around at what's available. There are many internships out there; you just need to find the one that's right for you! One of the first places you could start looking is online. With a quick Google search, you can find thousands of internships that apply to your degree and/or field, and you may also want to try looking at job sites, such as LinkedIn or Indeed. Also, you could utilize campus offices, professors, and other resources at your current college in order to pull some strings and find local, national, or international internships that you might be interested in. Another good option is to search through national or local organizations that interest you and see if they have anything available

that you may want to serve as an intern for. If you have passion for one of these, you will also show that passion in a particular internship related to them.

4. Know the application deadlines. Make sure you are keeping an eye on the deadlines for any internships that you are interested in. You may want to keep track of them in a planner or on your phone, just so that you can stay on top of things.
5. Apply for any of the ones that catch your eye. Be picky, but also realistic about what kinds of internships you could accept. Make sure to grammar check your resume, CV, references, cover letters, and all other professional documents that the internship organization will need for your application, and also make sure to submit your applications before their deadlines.
6. Have your professional documents ready. Even after you apply for many internships, always keep your resume, CV, references, and cover letter up-to-date and ready to go. Internships come and go quickly, so always keep both a flash drive and a physical folder with paper copies of these documents handy. You never know when an online application may become available or when someone may approach you on a college campus about an internship. Be ready, because many internships are competitive and have everything to do with “who got there first.”
7. Practice interview questions. There are a lot of potential internship interview questions available online, so make sure to peruse through them and see what’s available. Practice answering them occasionally so that you will be prepared whenever one of those internship organizations DO call you and ask you to attend a real interview!
8. Stay in touch. Even if you don’t get the first interview or internship that you want right away, stay in touch with the organization that offered it. Make sure that they know your name and that you show how interested you are in the company and its cause. Management will remember you. You can use this to your advantage, whether this is for the next internship that they offer or for a job in the future!

Works Consulted:

<https://www.themuse.com/advice/what-is-an-internship-definition-advice>