



10 TIPS ON FINDING AN INTERNSHIP OR JOB

1. Determine the Type of Experience

Take a moment and reflect on what you are looking for an internship. Ask yourself:

- Where do I see myself working?
- Is there a specific skill I want to develop?
- Are there any requirements I need to meet?



Decide what you can be flexible with and what are your non-negotiables! Consider the industry, location, salary, required experience and skills, organizational mission, and company culture. Learn about your [skillset](#).

2. Reflect on Your Past Experiences

How would you talk about these experiences to a future employer? What skills and competencies are important for you to have for the type of internships or jobs you are considering?



Take a moment to reflect your past [experiences](#).

3. Prepare Your Search Materials

Your [resume](#) and [cover letter](#) are the employer's "first impression" of you. Make sure you know how to tailor your documents to each internship and incorporate "key words" and skills needed into your documents.



Have your documents reviewed by a [career coach](#), or stop by Express Drop-In!

4. Determine Your Approach

Remember, your internship search should be a combination of active and passive engagement. Consider spending more of your time on active vs. passive engagement.

- **Active (Engaged)** – this should be your primary method and how you spend most of your time!
 - Networking and meeting people, Informational Interviews, Researching Companies, Updating Resume/Cover Letter
- **Passive**
 - Online Search, Job Boards, Job Search Engine (aggregators)

5. Plan your Calendar

Add [career fairs](#), employer hosted events, and career [workshops](#) into your calendar to learn about your job and internship options and to meet professionals and peers in your field. Networking and being knowledgeable about what opportunities are available to you is important.



6. Make Your "Short List"

Do your research - what companies/organizations would you like to work for? What companies or organizations typically hire interns? What companies or organizations target UF students (this can be found in [Gator CareerLink](#))?



Make a list of at least 3 – 5 organizations that interest you.

7. Find Posted Positions

Remember, your internship search should be a combination of active and passive engagement. Utilize UF Career Center resources, your personal network, and additional websites.

Career Center Resources

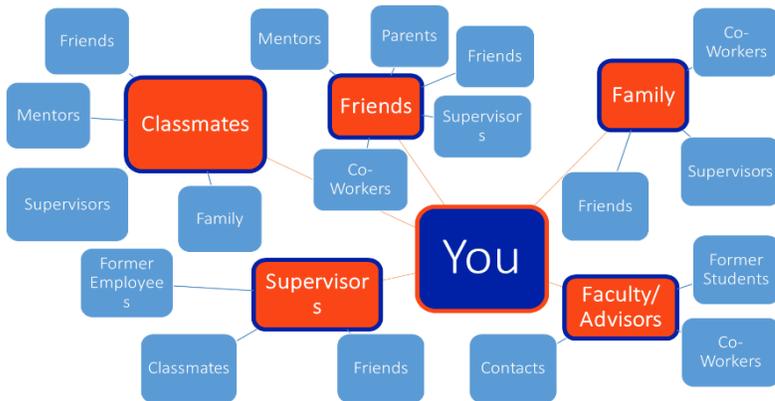
- Career Communities
- Gator CareerLink
- Career Fairs
- Employer Events

Personal Network

- Professors and Advisors
- Previous Employers
- Professional Associations
- Meet-Ups

Additional Resources

- Organization & Agency Websites
- Job Search Engines
- LinkedIn
- Chambers of Commerce
- Civic Organizations



8. Get Creative with Your Network

Take a moment to identify at least 5 individuals in your network who can help you with your search. Remember, your network consist of

Use the [Alumni Tool](#) on LinkedIn to connect with UF



Alumni who are working in the organization/field you are interested in.

9. Practice Your Pitch

Your elevator pitch is how you will introduce yourself to a potential employer. One of the best ways to stand out, is to have a confident and organized pitch. You can use your elevator pitch..... is a common way to answer the "tell me about yourself" interview questions, introduce your professional goals, or how you can be of assistance to individuals or organizations at networking events.



Learn how to create your elevator pitch [here](#).

10. Evaluate Your Progress

The job/internship [search](#) consist of four phases: searching, applying, waiting, and [interviewing](#). If you are feeling stuck in a phase, reach out to the UF Career Connections Center and make a [career planning appointment](#).



Schedule an appointment for a mock interview.