

# Oregon TECH

## 10 Steps to Find an Internship

### When Students Applied for Internships (And Got Hired)



#### #1: PLAN: IT'S A PROCESS AND TAKES TIME!

Plan to spend *several months* looking for an internship. Big companies recruit in the fall, but there are many opportunities available in the spring. You will have to do some research, start networking, find opportunities, and apply to many organizations to land a great internship. Start working on your resume early.

Data Source: LinkedIn.com

#### #2: FOCUS

Think about the type of organization you want to work at, and what role you want to explore. You will be much more successful if you are targeted vs. applying all over the place. Not sure? Speak to your advisor and/or make an appointment with Career Services to discuss your career goals and narrow your options.

#### #3: REFINE YOUR RESUME

Your resume is an essential tool to communicate your strengths to a potential employer. All related experiences are valuable, including course projects, student leadership, and volunteer work. See *Resume Tips* handouts.

#### #4: LEARN HOW TO WRITE COVER LETTERS

You need to communicate to employers why you will be an asset as an intern at their organization. If there is a job description for the internship, read it very carefully, and target your letter to exactly what they are looking for. See the end of this handout for an example.

#### #5: USE YOUR NETWORK (including Faculty, fellow students, and LinkedIn) TO FIND OPPORTUNITIES

You will be MUCH more successful in finding internships if you use your network of friends, professors, advisors, family members, and anyone else you know to discover organizations in your field, and potential contacts within them. Tell *everyone* you are looking! LinkedIn is a great place to find alumni who are willing to help you.

#### #6: UNDERSTAND INTERNSHIP SEARCH PITFALLS

Many internships are paid, legitimate internships. Fraudulent internships are like other internet fraud: be cautious. Do NOT send money or sensitive personal information to an internship posting. Ask Career Services if you have questions, and read this article for more information about deciding if an internship is legitimate:

<http://internships.about.com/od/internships101/a/Deciding-If-An-Internship-Is-Legit.htm>

## #7: ATTEND CAREER FAIRS

Make sure that local career fairs are on your calendar:

2/15/18 | Engineering & Business | 4-7p | Wilsonville  
2/21/18 | Health & Social Services | 10a-2p | Klamath Falls  
2/27/18 | PSU Career Fair | 11a-3p | SMSU Ballroom  
2/28/18 | Engineering & Business | 1-4p | Klamath Falls

OSU also has a fair open to all Oregon Tech students. See OSU/PSU sites for more information:  
[www.pdx.edu/advising-career-services/](http://www.pdx.edu/advising-career-services/)  
[career.oregonstate.edu](http://career.oregonstate.edu)

## #8: UNDERSTAND THE MECOP/CECOP PROGRAM

**Multiple Engineering Cooperative Program (MECOP) and Civil Engineering Cooperative Program (CECOP)**  
<https://www.mecopinc.org/>

At Oregon Tech the following majors are eligible:

- Klamath Falls: Manufacturing ET, Mechanical ET, Mechanical Engineering, Software ET, Embedded Systems ET, Civil Engineering, and Geomatics.
- Wilsonville: Manufacturing ET, Mechanical ET, Software ET, Embedded Systems ET.

Students are screened academically as sophomores, and then a second screening takes place through an interview process during which members of the MECOP Board interview student applicants. Applications close 3/31. **Talk to your advisor to find out more.**

## #9: SEARCH ONLINE – networking is important, but many students do get internships by applying online

There are many places to search. Here are some great places to start:



### Job Type

- ☐ Job
- ☒ Internship (209)
- ☐ On Campus Student Employment
- ☒ Cooperative Education (11)

**Handshake:** where employers connect with Oregon Tech Students:

**Set up your profile today!**

**Click *Jobs* at the top, then use filters to find internships**



The biggest job search engine pulls postings from all over the web, including company websites. Try the **Internship filter** on the left, and **create alerts** to save time. [www.indeed.com](http://www.indeed.com)



Inside information about salaries and interviews, now has internship postings. [www.glassdoor.com](http://www.glassdoor.com)



Creating a LinkedIn profile allows you access to the many features of this site. One feature is **internship and job postings**. To search for internship listings, go to the *Jobs* tab at the top of the page and put "[your interest area] + internship" in the search box. Refine your search by selecting filters on the left. [www.linkedin.com](http://www.linkedin.com)

Also, **find alumni and reach out directly:** search for *Oregon Institute of Technology* in the search bar, then click the "See Alumni" button. You'll see an interactive graph (be sure to click the "see more" buttons at the bottom and on the right for the full experience). You can filter by major, location, and other variables, and you can enter a company in the search bar to see if OIT alumni work there. Scroll down to see results.



**Search:** internship + [your field or major]. Google has launched a **job search engine** to compete with Indeed. You can filter by location. Create an **alert** to be notified about new posts. Google does not index Indeed postings, so definitely use both. [www.google.com](http://www.google.com)

## USAJOBS

BPA, the Army Corps of Engineers, and other Federal agencies have great internships, sometimes with short application windows. You need to be nimble to apply. Use their Resume Builder feature to ensure yours is in their preferred format. [www.usajobs.gov](http://www.usajobs.gov)



ZipRecruiter has grown quickly to become one of the biggest job search sites. [www.ziprecruiter.com](http://www.ziprecruiter.com)

## The Careers section of company websites

Interested in a certain company? Every company has a *Careers* or *Work with Us* or similar section where they list opportunities, and they will show up here before they appear on search engines. Intel has a terrific site just for students, as one example, and they expect applicants to use it.

# ADDITIONAL INTERNSHIP SEARCH SITES

## Nonprofits that have multiple internship opportunities:

**BEC Student Internship Program** [www.becpdx.org/](http://www.becpdx.org/)

A year-round non-profit internship placement service. About 90% of their internships are at Intel, but they have a growing number at other local companies. Start and end dates are flexible; about half the internships are during the summer and half during the school year. They are particularly interested in under-represented students. A placement at a company like Intel gives you a foot in the door, at which time you may apply for a regular Intel internship, which pays slightly more.

**ELI Emerging Leaders Internships** <http://emergingleadersinternship.org/>

This program features many summer internships in the Portland metro area that target students of color, lower income students, and students who are the first in their family to get a bachelor's degree.

## Engineering and Technology Sites

ASCE.org (Civil Engineering)  
ASME.org (Mechanical Engineering)  
CrunchBoard.com  
StackOverflow.com  
DICE.com  
EngineerJobs.com  
GitHub: jobs.github.com  
IEEE careers.ieee.org  
PDXMindshare.com  
PortlandTech.org  
SiliconFlorist.com

## Renewable Energy Sites

AWEA (American Wind Energy Association; [awea.org](http://awea.org))  
Energy.gov  
EnergyCentral.com (information, networking and jobs)  
HydroJobs ([hydroworld.com](http://hydroworld.com))  
RenewableEnergyJobs.com  
RenewableEnergyWorld.com  
Renewable Northwest ([rnp.org](http://rnp.org); scroll down for job boards)  
SEIA (Solar Energies Industry Association; [seia.org](http://seia.org))  
SolarToday.org

## Nonprofit and Government

CalJobs.ca.gov Idealist.org  
governmentjobs.com  
Macslislist.org  
Oregon.gov  
USAJobs.gov  
(US Government jobs including BPA, Army Corps of Engineers, and the military)

**Business Management**  
(most will be on general sites listed above). Also:  
ITJobPro.com

## Even More Sites:

**AfterCollege.com** [www.aftercollege.com/](http://www.aftercollege.com/)

400,000 entry-level jobs and internships from 25,000+ employers. They partner with professional sites like IEEE to post jobs and internships.

**The Balance.com Internship Portal** [www.thebalance.com/internships](http://www.thebalance.com/internships)

This site features lots of helpful articles related to applications, interviews, and internship success.

**Craigslist** [www.craigslist.org](http://www.craigslist.org)

You may have to wade through a lot of posts, but legitimate internships are posted here. Use your judgment.

**Internships.com** [www.internships.com/](http://www.internships.com/)

This site allows you to search for internships, has an iPhone app, lists articles and advice, etc.

**WayUp** [www.wayup.com](http://www.wayup.com)

One of the largest selections of paid internships; both business and non-profit positions.

## Social Media:

**Facebook** [www.facebook.com](http://www.facebook.com)

Follow companies you are interested in, and also click *Search* and *Jobs* on the left side of the page.

**Twitter** [www.twitter.com](http://www.twitter.com)

Again, follow companies you are interested in, as they often tweet about jobs in an effort to attract applicants who are very enthused about the company.

## Other:

**Hackathons** <https://hackevents.co/>

**Conferences** – whatever your field, there is a related professional association and they may offer student discounts for attending conferences. Many students have made invaluable connections this way.

## #10: KEEP AT IT – Did we mention that it can take a while?

Companies can take a LONG time to respond. Keep at it and you are more likely to land what you want!

# ADDITIONAL WAYS TO GAIN EXPERIENCE

**Volunteering** [www.volunteermatch.org](http://www.volunteermatch.org) [www.handsonportland.org](http://www.handsonportland.org) [www.freegeek.com](http://www.freegeek.com)

Employers don't care if your experience is paid or not, only that it's relevant. Find an organization that needs help related to your major, and contact them. Nonprofit organizations need marketing, operations, programming, IT, and many other types of assistance, and healthcare organizations are always in need of assistance.

## Senior Projects and Personal Projects

Projects can provide the same type of experience as an internship. Students often shortchange these experiences on their resumes. Be sure to *describe your project in detail*: how did you assess the need for the project, what did you do to implement the project, and what was the positive result of your project? Use bullet points beginning with action verbs, and highlight your achievements, just as in other experience descriptions.

# Writing a Cover Letter

## GENERAL TIPS

Your cover letter must be **super-targeted** on the specific internship and what you can offer. Read the position description very carefully and mention your strengths with specific examples.

A cover letter is your proof that you can write clearly and concisely.

## SAMPLE INTERNSHIP POSITION DESCRIPTION

### DATA CENTER INTERN - 746840

The Intel Information Technology group is seeking student candidates to work in a **challenging and dynamic environment**. Our data centers are some of the most technologically advanced and environmentally-friendly centers found anywhere. They consist of tens of thousands of physical and virtual servers running on Intel architecture and support more than 100,000 employees in over 60 countries around the world.

As a student intern in our work-study program, you'll gain valuable understanding of state-of-the-art operating systems, virtual environments, system management, network storage and encryption while learning how to build and maintain various client/server architectures. This position is intended as a paid long-term internship starting in early 2017. We offer a flexible work schedule (approx. 20 hrs/week) while you continue with your studies at a school within driving distance Hillsboro, OR. The ideal candidate should have the ability to **learn quickly** and **troubleshoot complex situations**

### QUALIFICATIONS


You must possess the below minimum qualifications to be initially considered for this position. Experience listed below would be obtained through a combination of your school work/classes/research and/or relevant previous job and/or internship experiences.

Minimum Qualifications:

You must be seeking a **Bachelor's degree in Comp Science or Information Systems** or equivalent.

Candidates must have a minimum of 3 months experience with administration of an **operating system** and with a **development language** (preferred)

# SAMPLE E-MAILED COVER LETTER FOR INTERNSHIP

 Send	To...	<a href="mailto:hire@intel.com">hire@intel.com</a>
	Cc...	
	Subject	Data Center Intern - 746840

Dear Hiring Manager:

While browsing the Intel website, I saw a posting for a Data Center Intern in the Jobs at Intel section. A career with Intel has been an aspiration because your reputation for innovation is unmatched. I believe my combination of education and experience would enable me to quickly contribute to Intel's mission.

I am currently finishing my sophomore year of a **BS in Information Technology** at Oregon Tech Wilsonville, taking a full course load and maintaining a **strong GPA** while also working part-time to help finance my education. Working with faculty who are industry experts, I have had the opportunity to hone my skills in **database systems, networking administration and information security**. With this knowledge I am able to operate in a **Windows and Linux** environment and comprehend **system optimization and security principals**. Oregon Tech's programs are intensive, hands-on learning using the latest equipment and technology, and my courses challenge me every day. In addition, I am a **US military veteran** with extensive experience working under very challenging circumstances while deployed overseas.

Our rigorous curriculum requires students to learn quickly and troubleshoot on a regular basis. In a course project (describe **problem-solving achievement in course project**). In the military, I also was required to learn complex technology quickly and apply that knowledge in the field under very complex situations.

My experience and technical skills are detailed in the attached resume, and I look forward to having the opportunity to discuss how I could contribute to Intel in more detail.

Sincerely,

Jonathan Favero

## Why this works:

- It's addressed "Dear Hiring Manager" rather than "Dear Sir/Madam" or something else vague. If you can identify the hiring manager's name, even better. Consider sending them a hard copy of your application via snail mail as well as submitting your materials online.
- The student found the opening on the company website, indicating a stronger level of interest than finding it on a job board. If you find it on a job board, go view it on the company's website. If you know someone, say so here.
- The student has several key strengths that make them a good fit with the requirements, and highlights them in **bold** to make it easy for the reader to see.
- Experience as a military veteran is a plus related to both working in a challenging and dynamic environment, learning quickly, and troubleshooting complex situations.