

Contact the CDC for internship assistance!

Career Development Center
209 Wigley Administration Center
www.mnsu.edu/cdc

**Hours: Monday - Friday,
8:00 A.M. - 4:00 P.M.**

Would you like to meet with a CDC staff member?
Please call (507) 389-6061 to schedule an appointment.

CDC Quick Stop

First come, first served walk-in service
for quick questions.

**Hours: Monday - Thursday,
11:30 A.M. - 2:30 P.M.
when classes are in session**

A member of the
Minnesota State Colleges and Universities System.

Minnesota State University, Mankato is an
Affirmative Action/Equal Opportunity University.

This document is available in alternative format to individuals
with disabilities by calling the Career Development Office at
507-389-6061 (V), (800) 627-3529 or 711 (MRS/TTY).

Internship Search Checklist

Students find and attain internships in many ways.
Below is a list of suggestions you should consider
to make the most of your internship search!

- ✓ Spend some time thinking about what type of internship experience you are interested in completing
- ✓ Brainstorm a list of organizations you would like to intern with
- ✓ Meet with your academic department's Internship Coordinator
- ✓ Write a draft of your resume
- ✓ Have resume reviewed by a CDC staff member
- ✓ Register with mavjobs.com and set up a Job Agent
- ✓ Upload your resume into mavjobs.com
- ✓ Consistently check internship listing sites for posted opportunities
- ✓ Review list of prior internships held by Minnesota State Mankato students
- ✓ Research specific organizations to see if internship opportunities exist
- ✓ Attend career and job fairs
- ✓ Participate in on-campus interviews
- ✓ NETWORK!!
- ✓ Decide which internships you will apply for
- ✓ Write cover letters specific to each internship you are applying for
- ✓ Submit all of your application materials on time!
- ✓ Prepare for interviewing by taking part in the CDC's Practice Interview days and completing *Perfect Interview*
- ✓ Follow-up with employers to check the status of your application
- ✓ Always send a thank you note after every interview
- ✓ Accept the offer that is right for you and enjoy the experience!



MINNESOTA STATE
UNIVERSITY
MANKATO

Internships

What Students NEED to Know!



CAREER
DEVELOPMENT
CENTER

What Students NEED to Know!!



What is an internship?

Internships are work experience opportunities that allow students to explore their career field of choice. Internships may be paid or non-paid and applied toward academic credit. Most importantly, internships are a great way to gain hands-on experience in the career field you are interested in while they add value to your resume!

Why should you complete an internship?

Internships allow college students to apply concepts studied in class to the workplace. The experience and practical skills gained from on-the-job training often cannot be found in a classroom situation. Experience is the key word. Employers do not want new graduates to have experience in their career field, they EXPECT it! A study conducted by the National Association of Colleges and Employers (NACE) asked employers to rate the importance of experience when recruiting new hires.

According to the 2007 NACE Job Outlook, when employers were asked if they had a preference as to how work experience was gained, the largest group of respondents, 60.8%, expressed no preference, while 37.7% said they prefer that the work experience was gained through an internship or co-op assignment.

Experience of any kind is beneficial in the eyes of the employer, but when almost 40% of employers prefer internship experience, it is in your best interest to have completed an internship!

Employers not only feel internships are valuable, they believe their own organizations' internships to be an important part of recruiting.

According to the NACE 2007 Job Outlook, for the fifth straight year, employers rated their internship programs as the most effective recruiting method they use for hiring new college graduates.

The top five recruiting methods according to employers are:

1. On-campus recruiting
2. Organization's internship program
3. Employee referrals
4. Organization's co-op program
5. Career/Job fairs

Arranging your internship

If you are planning to earn academic credit for your internship, you **MUST** speak with the Internship Coordinator for your academic department. We suggest that you speak with your Internship Coordinator before scheduling an appointment with the CDC. Although your academic department and the CDC will likely overlap in our resources, the Internship Coordinators will focus on things such as:

- Specific guidelines regarding academic department's internship requirements
- Possible internship sites
- Sites where other students have completed internships

If you would like to discuss your internship search with a CDC staff member, please call the CDC at (507) 389-6061 to schedule an appointment. Be sure to bring your resume with you!

During your appointment with a CDC staff member, you will concentrate on:

- Finding internship listings
- Review/critique resume and/or cover letter
- Interview preparation
- Networking and the internship search process
- Participation in events such as career/job fairs

Resources for your search

Get a mavjobs.com account, set up a job agent, and check back frequently! On the CDC Web site, under Students, go to the "Job Search Links" Internship section for a list of Internship Coordinators by College, additional internship listing sites, and a list of prior sites Minnesota State Mankato students have interned at.

Hints for landing a GREAT internship

- Prepare your resume and have it reviewed as far in advance as possible
- Start researching organizations early! Fall is NOT too early to start thinking about a summer internship
- Be aware of any requirements or guidelines your academic department has if you are planning to earn credit for your internship
- Be open to location and unpaid opportunities
- Be prepared to "cold-call" organizations and talk to employers about internship opportunities
- Be ready to share with employers what you are hoping to gain from an internship and how the employer will benefit by having you as an intern!
- Be persistent and realistic