



# ***First Chance for Internships***

*Register TODAY on Handshake!*

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# Agenda

- Career Services Overview
- Benefits of having an internship
- How to find an internship
- How to stand out on your application
- How much should I get paid
- How to make the most out of your internship and improve your chances of it turning into a full-time job
- What if you don't get a summer internship
- Will be showing how to do a search on Handshake at the end of the workshop

# Career Services Overview

- Career and Major Exploration
- Career Assessments
- Resume and Cover Letter Review
- Interview Coaching
- LinkedIn Advice
- Job and Internship Resources
- Networking Strategies
- On-Campus Job and Internship Recruitment
- Career and Industry Information




# Benefits of Having an Internship

HELLO  
BENEFITS

- Great way to find out if you like the job!
- Experience to put on your resume
- Gain skills to make you more marketable for your next internship or job
- You'll most likely get paid or receive academic credit
- A chance that you'll be asked back when you finish your studies!
- Fantastic way to make contacts and references for your future! (Networking)

# How to find an internship



myUSF  STUDENT SERVICES ACADEMIC RESOURCES CAMPUS LIFE SCHOOLS + CENTERS OFFICES forckway  

**CAREER SERVICES**

HANDSHAKE

CAREER OUTCOMES

**CAREER RESOURCES »**

- Workshop Resources
- Fellowship/Volunteer
- Emotional Wellness

CAREER PLANNING CHECKLIST

CAREER & MAJOR EXPLORATION »

CAREER PLANNING HANDOUTS

INTERVIEWS AND OFFERS

## In Search of a Job or Internship?

### Handshake

Handshake is USF's online career management platform for college recruiting. You'll be able easily upload your resume, search and apply for full-time jobs and internships, register for on-campus workshops and events, and schedule career counseling appointments.


### UCAN Internship Exchange

USF participates in the UCAN Internship Exchanges, in which you will find listings across the nation for students and alumni. The internships listed are exchanged among 15+ participating Universities including Boston College, Notre Dame, Tulane, Princeton, Wake Forest, Emory, and Harvard University.

Sign up and create a new account with your USF email, and password of your choice.


### GoinGlobal

GoinGlobal USA & Canada City Career Guides fast-track finding employment opportunities within the largest and most dynamic metropolitan areas in North America. Each City Career Guide contains recommended web sites, professional resources and reliable statistics.

**COVID Resources**  
GET INFO 

**CAREER SERVICES QUICK LINKS**

- Handshake »
- Resume and Cover Letters »
- Career Outcomes »
- Career Guide »
- Network USF (previously Dons Helping Dons) »

CAREER  Chat with us

\*All appointments will be conducted by ZOOM video

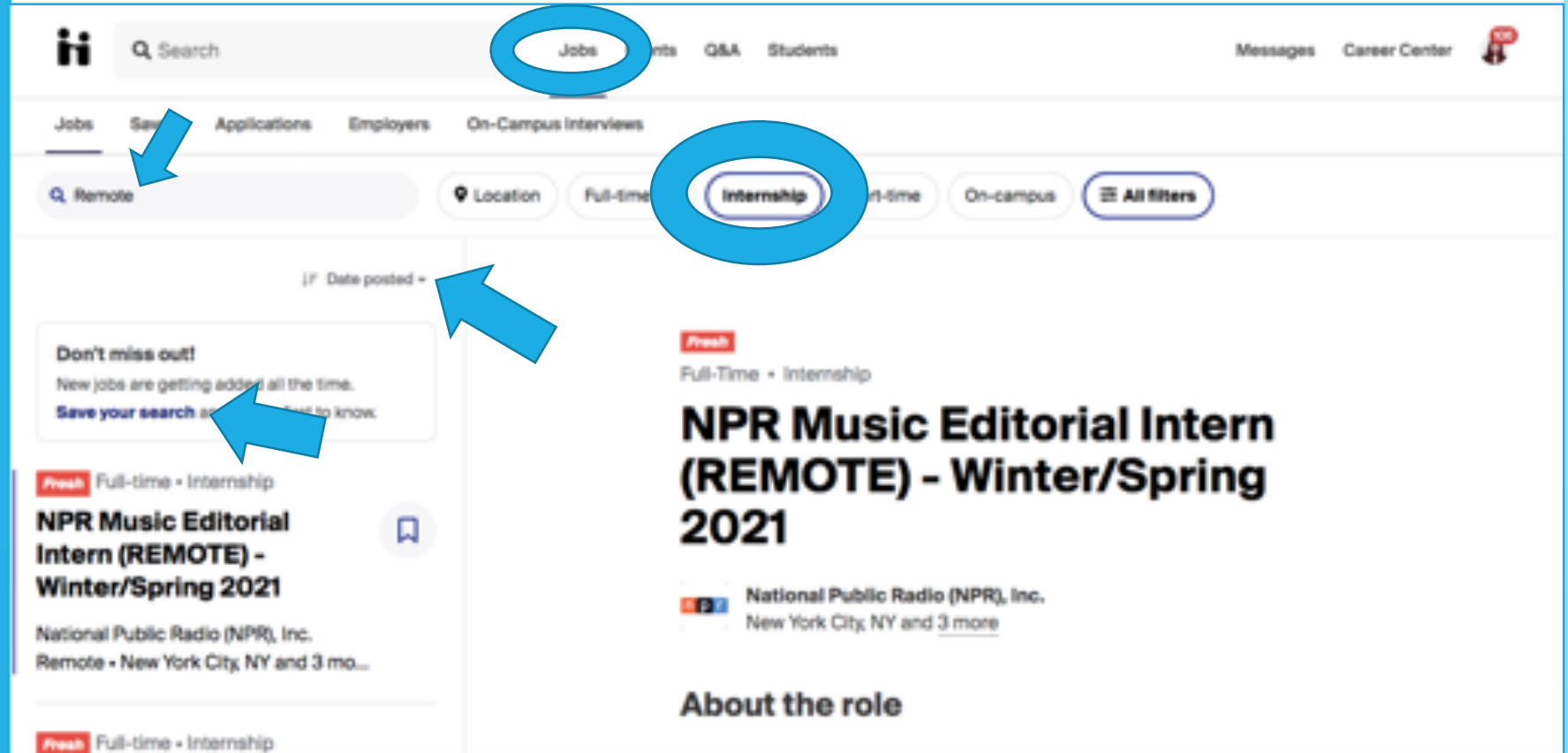
**Link:** <https://myusf.usfca.edu/student-life/career-services/find-a-job>

**Internship Exchanges:** Remember to create an account using your dons email.

**Handshake:** Make sure you are logged into your MyUSF then click on Handshake

# Looking for an Internship on

 handshake



The screenshot shows the Handshake website interface. At the top, the 'Jobs' tab is selected and circled in blue. Below it, the 'Internship' filter is also circled in blue. A blue arrow points to the 'Remote' search filter. Another blue arrow points to the 'Date posted' dropdown menu. The main content area displays a job listing for 'NPR Music Editorial Intern (REMOTE) - Winter/Spring 2021' by National Public Radio (NPR), Inc. The listing includes a 'Fresh' badge, the job title, and the employer name. The 'About the role' section is partially visible at the bottom.

# Search Employers on Handshake

This screenshot shows the Handshake search interface. At the top, there is a search bar and navigation links for 'Jobs', 'Events', 'Q&A', and 'Students'. Below the search bar, there are tabs for 'Jobs', 'Saved', 'Applications', 'Employers', and 'Campus Interviews'. The 'Employers' tab is selected and circled in blue. The main content area is titled 'Employers you follow' and displays three employer cards: Google, Inc. (Internet & Software, 25,000+ employees), San Francisco 49ers (Sports & Leisure, 250 - 1,000 employees), and UCSF Medical Center (Healthcare, 5,000 - 10,000 employees). A 'Filters' sidebar on the left includes options for 'Employers you follow', 'Search', 'Location', 'Categories', and 'Employer Size'. Below the employer cards, there is a section titled 'Discover more employers' with a link to 'See more employers >'.

This screenshot shows the profile page for Google, Inc. on Handshake. The header includes the Handshake logo, a search bar, and navigation links for 'Jobs', 'Events', 'Q&A', and 'Students'. The profile information for Google, Inc. is displayed, including its location (1600 Amphitheatre Pkwy, Mountain View, California 94043, United States), industry (Internet & Software), and employee count (25,000+). A 'Following' button is visible. Below the profile information, there are tabs for 'Overview', 'Reviews 166', 'Interviews 122', and 'Jobs 0'. The main content area features a photo of a diverse group of people, a 'Highlights from Reviews' section with icons for 'Large Company', 'Collaborative', 'Flexible Work Environment', 'Structured Mentorship Programs', 'Housing Stipend', and 'Managers are Good Mentors', and an 'Employee Perspectives' section.

## Contact Information

Website  
<https://careers.google.com/students/>

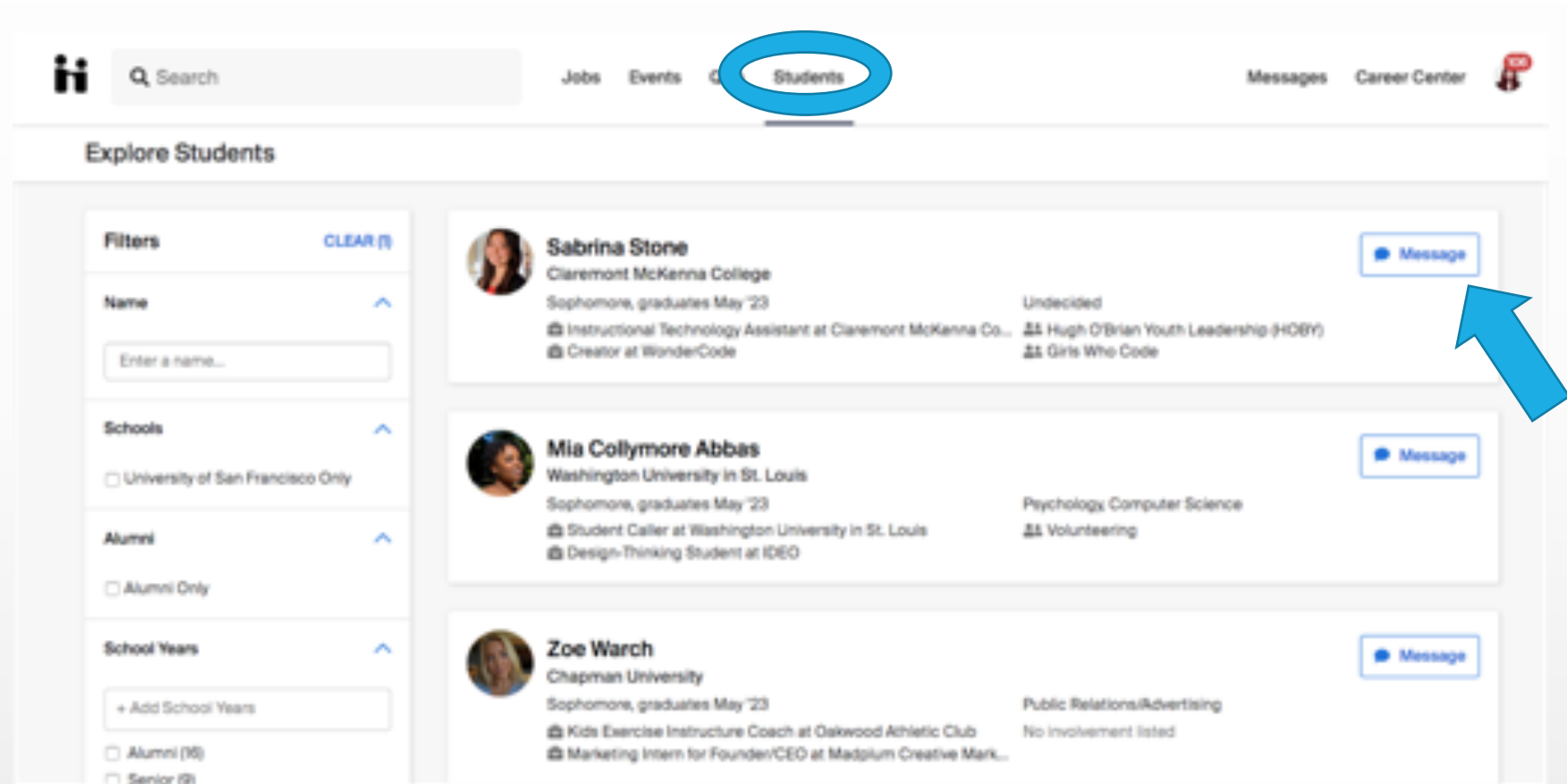
Phone  
650-253-0000

Email  
[studentcareers@google.com](mailto:studentcareers@google.com)

### Links



Talk to  
Students that  
have  
Previously  
Interned at  
Companies  
you are  
Interested in



The screenshot shows the LinkedIn 'Explore Students' interface. At the top, the LinkedIn logo is on the left, followed by a search bar. Navigation links for 'Jobs', 'Events', and 'Students' are in the center, with 'Students' circled in blue. On the right, there are links for 'Messages' and 'Career Center' with a notification icon. Below the navigation is the 'Explore Students' section. On the left side of this section is a 'Filters' sidebar with a 'CLEAR' button and three expandable sections: 'Name' (with an input field), 'Schools' (with a checkbox for 'University of San Francisco Only'), and 'Alumni' (with a checkbox for 'Alumni Only'). Below these are 'School Years' (with an input field for '+ Add School Years') and checkboxes for 'Alumni (16)' and 'Senior (9)'. The main area displays three student profiles, each with a 'Message' button. A blue arrow points to the 'Message' button for the first student, Sabrina Stone.

**Students**

### Explore Students

**Filters** CLEAR (0)

**Name** ^  
Enter a name...

**Schools** ^  
 University of San Francisco Only

**Alumni** ^  
 Alumni Only

**School Years** ^  
+ Add School Years  
 Alumni (16)  
 Senior (9)

**Sabrina Stone**  
Claremont McKenna College  
Sophomore, graduates May '23  
Undecided  
Instructional Technology Assistant at Claremont McKenna Co...  
Creator at WonderCode  
Hugh O'Brian Youth Leadership (HOBY)  
Girls Who Code  
Message

**Mia Collymore Abbas**  
Washington University in St. Louis  
Sophomore, graduates May '23  
Psychology Computer Science  
Student Caller at Washington University in St. Louis  
Design-Thinking Student at IDEO  
Volunteering  
Message

**Zoe Warch**  
Chapman University  
Sophomore, graduates May '23  
Public Relations/Advertising  
Kids Exercise Instructure Coach at Oakwood Athletic Club  
Marketing Intern for Founder/CEO at Madplum Creative Mark...  
No involvement listed  
Message



# How to Find an Internship



- **LinkedIn:** [www.linkedin.com/studentjobs](http://www.linkedin.com/studentjobs) (Also follow companies that you are interested!)
- **WayUp (Entry-level jobs and Internship):** <https://www.wayup.com/>
- **Indeed (General job/Internship site):** [www.indeed.com](http://www.indeed.com)
- **Idealist (non-profit jobs/internships):** [www.idealists.org](http://www.idealists.org)
- **Company websites**
- **Professional Associations:** <https://www.careeronestop.org/Toolkit/Training/find-professional-associations.aspx>
- **Glassdoor:** <http://myusf.usfca.edu/student-life/career-services>
- **GoinGlobal (internships outside the US and H1B1 info for International Students):** <https://myusf.usfca.edu/student-life/career-services/find-a-job>
- **Ziprecruiter:** <https://www.ziprecruiter.com/Jobs/Internship>
- **COVINTERN:** <https://covintern.com/jobs/>
- **Government:** [www.Studentjobs.gov](http://www.Studentjobs.gov) **Local:** <https://www.govtjobs.com>
- **Entertainment:** [www.mediabistro.com](http://www.mediabistro.com)
- **Startups:** [www.ventureloop.com](http://www.ventureloop.com) [angel.co](http://angel.co)
- **More Resources:** <https://myusf.usfca.edu/career-services/internship-by-career-major>

## Tip for looking for jobs/internships online:

- Create an online email job alert
  - Have internships emailed to you daily or weekly based on your set criteria!

# How to Find an Internship



## Visit Company Websites

**Google** – Bold Intern (Sales, Marketing, Human Resources)

**Facebook** – Marketplace Analyst Intern (Data Science, Computer Science)

**UCSF** – Summer Research Program (Biology, Chemistry, or related)

**Salesforce** - Emerging Businesses Finance and Operations Intern (Business Admin , Finance or Economics)

**Yelp** – Product Manager Intern (Computer Science)

**Slack** – Program Marketing Intern (All Majors)

# Use Your Network!



- Ask family and friends
- Ask your professors if they know where previous students have interned
- Make a post on social media
- Use the Alumni tool on LinkedIn and find USF Alumni working at the company that you want to intern with (send a connection request)
  - Tips on using the [LinkedIn Alumni Tool](https://university.linkedin.com/content/dam/university/global/en_US/site/pdf/alumni-tool-final.pdf) (use the search bar to find University of San Francisco then Find Alumni)  
[https://university.linkedin.com/content/dam/university/global/en\\_US/site/pdf/alumni-tool-final.pdf](https://university.linkedin.com/content/dam/university/global/en_US/site/pdf/alumni-tool-final.pdf)
  - Request an informational interview to learn more about their career path and the company culture where they work.
- Join Network USF  
<https://network.usfca.edu/page/networkinghub>

# How to Stand Out on Your Application



- Have Career Counselor review your resume and cover letter!
- Tailor your resume and cover letter for the internship
- Update your Handshake, LinkedIn profile, and website if you have one!
- Make sure to talk about your passion/interest for the company/organization in your cover letter (no generic cover letters)!
- Use keywords from the job description in your cover letter and resume
- If someone from the company or someone they know recommended that you apply mention their name in your cover letter
- If the position is listed on LinkedIn, see if the HR person is listed and send them a connection request and let them know you applied and that you are excited about the position
  - **Protip:** Find the internship on LinkedIn or other site but apply via the company website

**Schedule a mock interview with a Career Counselor or practice on [BigInterview!](#)**



Explore new frontiers  
and build your career.

**CATALYST** ///

# Move Your Career Forward Without Leaving Home with the Career Catalyst program

- Complete 6 activities to earn a digital badge
- We'll provide you with language to add to your LinkedIn + resume
- Register [on Handshake](#)

## **CAMPUS INVOLVEMENT**

**Career Catalyst, University of San Francisco, San Francisco, CA** October-November, 2020

Participant

- Completed 6 (change number if you completed more) career development and preparedness modules to enhance career competencies
- Learned (fill in skill here) through completing a variety of LinkedIn Learning courses
- Explored career options and majors through FOCUS Career Assessment
- Expanded network through employer fall series, increasing knowledge of (fill in) industry and new graduate career opportunities

## Licenses & certifications



### **Catalyst Career Development Program**

University of San Francisco

Issued Jul 2020 · No Expiration Date

[See credential](#)



### **Creating Great First Impressions**

LinkedIn

Issued Jul 2020 · No Expiration Date



### **How to Develop your Career Plan**

LinkedIn

Issued Jul 2020 · No Expiration Date

# How much should I get paid

- The average wage for interns at the bachelor degree level is \$16.68/hour
- The average wage for interns at the master's level is \$24.21/hour
- The average wage for interns entering senior year is \$18.03/hour
- 55% of for-profit organizations provide relocation assistance for interns if it is an unpaid internship

Source: National Association of Colleges and Employers

# Unpaid Internships

Have to follow certain guidelines and they may vary in different states.

In California they have to meet the following criteria:

- Both the employer and intern understand that there is no expectation of compensation;
- The internship provides training similar to that given in an educational environment;
- The internship is tied to the intern's formal education program or they receive academic credit for the internship;
- The internship accommodates the intern's academic commitments by corresponding to the academic calendar;
- The internship's duration is limited to the period in which the intern receives beneficial learning;
- The intern's work complements rather than displaces paid employees while providing significant education benefits; and
- Both the employer and intern understand that there is no entitlement to a paid job upon the conclusion of the internship.

Source: <https://www.natlawreview.com/article/don-t-call-it-comeback-new-rules-could-revive-unpaid-internships>



# Rock Your Internship & Increase the odds of Turning it into a FT Job



- Offer to help with additional projects or tasks outside of your job description
- Provide value on something the organization may currently be lacking, such as social media
- Clarify assignments that you are unsure about and communicate often with your internship supervisor (Ask for feedback)
- Show that you are capable of completing tasks efficiently and correctly by meeting deadlines and doing your best work
- Get to know what makes people around you successful by inviting them to get coffee or lunch and ask them for advice
- Keep in contact with your connections at the organization
- Send a thank you email if remote or a thank you card if in-person at the end of the internship and connect with supervisors and co-workers via LinkedIn.

Source: Glassdoor

# What if You Still Don't Have an Internship and it is June

- Take a summer job or [volunteer](#)
  - Focus on the skills you learned and how they are transferable (ex. communication skills)
- Job shadow someone in your field or conduct informational interviews
- Join a professional association and attend a conference (networking and/or find a mentor)
- Learn a new software that will make you more marketable
  - [LinkedIn Learning](#) (free while you are a student and accessed through myusf)
  - Participate in USF Career Services Career Catalyst program
- Attend networking events or meetups
- Take a course or class

# Breathe and Practice Self Care

- **Free resources to help students**
  - At-home workout classes from Peloton, Tonal, Core Power Yoga, & more.
  - Guided meditations from Headspace & Ten Percent Happier
  - Audiobooks from Audible
- **USF Counseling & Psychological Services**
  - Virtual Anxiety Toolbox
  - CAPS available to you only while classes are in session so don't wait to make your appointment.
  - Counseling may not be available outside of California but there are consult sessions for referral services and group sessions that anyone can attend.

**Any  
Questions?**



# Career Services Info

Hours: M-F, 8:30am-5pm  
415-422-6216  
[careerservices@usfca.edu](mailto:careerservices@usfca.edu)  
<https://myusf.usfca.edu/csc>

Appointment types:  
Zoom, Phone

Schedule appointment on  
Handshake

Follow us on Twitter, FaceBook,  
Instagram, SnapChat:  
USFcareer

Join our LinkedIn group:  
University of San Francisco Dons  
Helping Dons

Open Office Hours  
(Quick Questions):  
12pm-1pm PST  
Monday-Friday via Zoom [HERE](#)

# Let's Look at Internships on Handshake

