



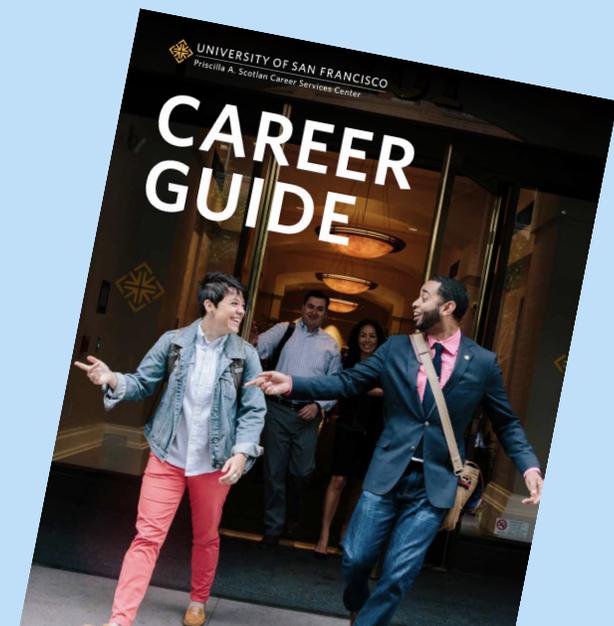
Ellen Kelly, Director of Career Success
Career Services Center
<http://myusf.usfca.edu/csc>

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 still don't have an internship a month or two from now

Career Services Overview

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



Benefits of Having an Internship



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



RESUMES & COVER LETTERS

JOBS & EXPERIENCES

NETWORKING & LINKEDIN

INTERVIEWS & OFFERS

WHAT TO DO EACH YEAR

CAREER & MAJOR
EXPLORATION

WORKSHOPS

EMPLOYER RECRUITMENT
ACTIVITIES & EVENTS

IDENTITIES AT WORK

MENTAL HEALTH &
WELLNESS

REQUEST A CLASS OR CLUB
PRESENTATION

MEET THE STAFF

STUDENT CAREER OUTCOMES

OFF-CAMPUS EVENTS

What is an Experience?

An experience can include volunteer opportunities, research opportunities, collegiate athletics, campus clubs and activities, participation and/or leadership positions in student organizations, associations or committees. *As you explore campus activities, consider those that match your professional and career interests!*

What is an Internship?

An internship is a structured learning experience in a professional setting that allows you to gain valuable work experience in a chosen field of study. Internships can be paid or unpaid, full-time or part-time, and gives a student the opportunity for career exploration and development.

Job Search Platforms ^

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.

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

Internship Exchange: Remember to create an account using your Dons email.

Handshake: Log into your myusf account before you log into Handshake use your email without the dons (JSmith@usfca.edu).

How to Find an Internship



KEEP
CALM
AND
FIND AN
INTERNSHIP

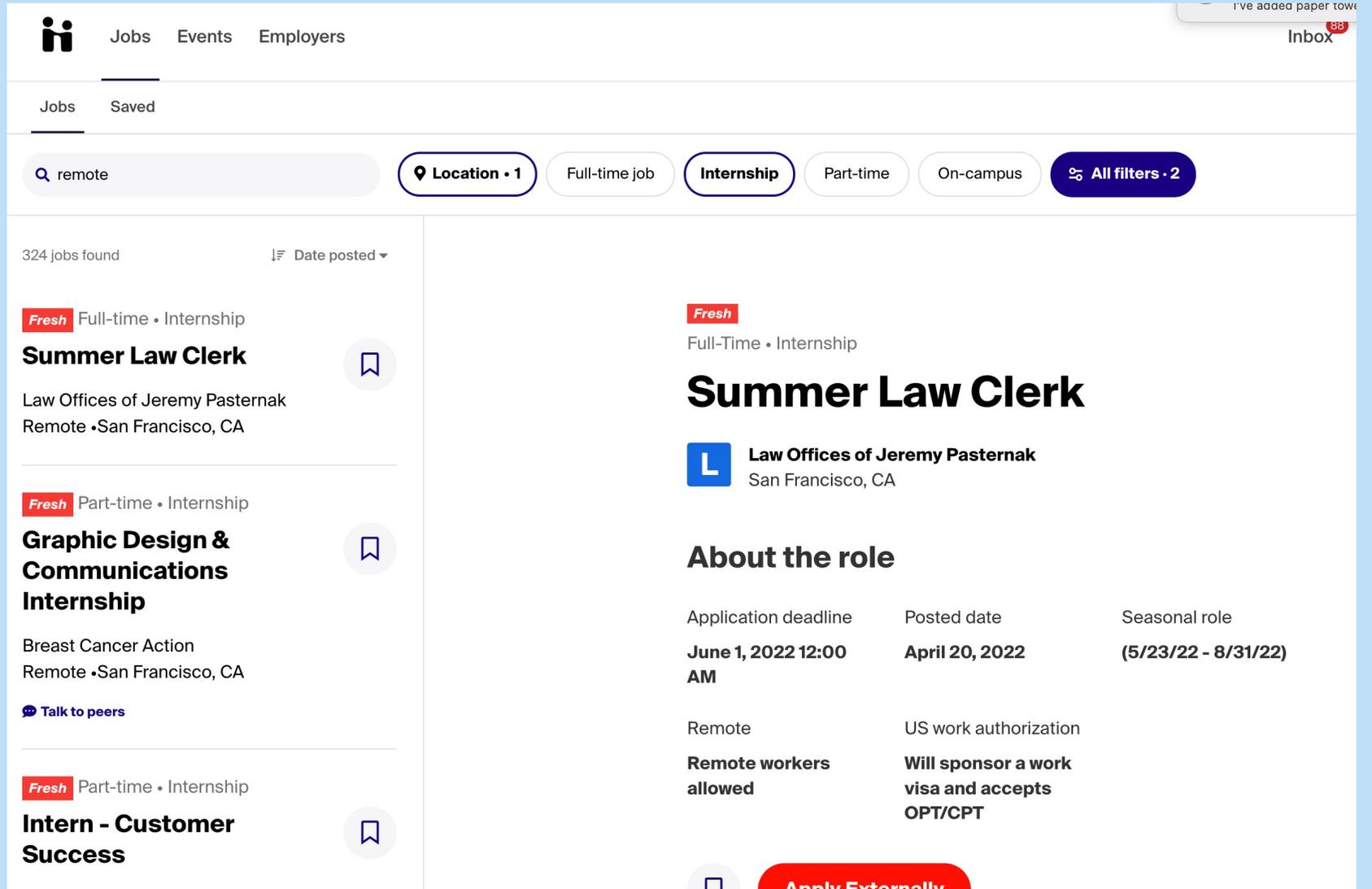
- **LinkedIn:** www.linkedin.com/studentjobs (Also follow companies that you are interested!)
- **WayUp (Entry-level jobs and Internship):** <https://www.wayup.com/>
- **Indeed (General job/Internship site):** www.indeed.com
- **Idealist (non-profit jobs/internships):** www.idealists.org
- **Company 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):** <https://myusf.usfca.edu/student-life/career-services/find-a-job>
- **Ziprecruiter:** <https://www.ziprecruiter.com/Jobs/Internship>
- **Government:** www.Studentjobs.gov **Local:** <https://www.govtjobs.com>
- **Entertainment:** www.mediabistro.com
- **Startups:** www.ventureloop.com

Tip for looking for jobs/internships online:

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

Sample Internships on

 handshake



Jobs Events Employers

Inbox ³⁸

Jobs Saved

remote

Location • 1 Full-time job Internship Part-time On-campus All filters • 2

324 jobs found Date posted ▾

Fresh Full-time • Internship
Summer Law Clerk
Law Offices of Jeremy Pasternak
Remote • San Francisco, CA

Fresh Part-time • Internship
Graphic Design & Communications Internship
Breast Cancer Action
Remote • San Francisco, CA
Talk to peers

Fresh Part-time • Internship
Intern - Customer Success

Fresh Full-Time • Internship
Summer Law Clerk
Law Offices of Jeremy Pasternak
San Francisco, CA

About the role

Application deadline	Posted date	Seasonal role
June 1, 2022 12:00 AM	April 20, 2022	(5/23/22 - 8/31/22)

Remote US work authorization

Remote workers allowed Will sponsor a work visa and accepts OPT/CPT

Apply Externally

Sample Internships on

 handshake

Fresh

Full-Time • Internship

Marketing Intern

 **Dopple**
New York City, NY

About the role

Application deadline

May 31, 2022 12:05 PM

Posted date

April 20, 2022

Seasonal role

(6/1/22 - 8/31/22)

Remote

Remote workers allowed

US work authorization

Will sponsor a work visa and accepts OPT/CPT



[Apply Externally](#)

Fresh

Full-Time • Internship

Community Health Intern-Undergraduate

 **Kaiser Permanente**
Portland, OR

About the role

Application deadline

May 3, 2022 8:00 AM

Posted date

April 19, 2022

Remote

Remote workers allowed

US work authorization

Required



[Apply Externally](#)

Sample Internships on



Fresh

Full-Time • Internship

Human Resources Intern

Clutter

Clutter
Los Angeles, CA

About the role

Application deadline

**September 1, 2022
12:00 PM**

Posted date

April 21, 2022

Estimated salary

\$18.00 Per hour

Remote

**Remote workers
allowed**

US work authorization

Accepts OPT/CPT

Fresh

Full-Time • Internship

Social Media Content Creator (NFT)

Rallius

Rallius
Kansas City, KS

About the role

Application deadline

May 31, 2022 9:30 AM

Posted date

April 19, 2022

Estimated salary

\$20.00 Per hour

Remote

**Remote workers
allowed**

US work authorization

**Will sponsor a work
visa and accepts
OPT/CPT**

Use Your Network!



- Ask family and friends
- Ask your professors if they know where pervious 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 (use the search bar to find University of San Francisco then Find Alumni)
<https://www.linkedin.com/school/university-of-san-francisco/people/?viewAsMember=true>
 - Request an informational interview to learn more about their career path and the company culture where they work.
- Become a member of our 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
- 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
- Schedule a mock interview with a Career Counselor!

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

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
- Give hand-written thank you cards 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 a Month From Now

- 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 do an informational interview
- 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)
- Attend networking events or meetups
- Take a course or class

**Any
Questions?**



Career Services Info

UC 5th Floor
Hours: M-F, 8:30am-5pm
415-422-6216
careerservices@usfca.edu
<https://myusf.usfca.edu/csc>

Schedule appointment on
Handshake

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

Join Network USF:

**Let's Search
Up
Internships
on
Handshake**

