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

• 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

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

- LinkedIn: [www.linkedin.com/studentjobs](http://www.linkedin.com/studentjobs) (Also follow companies that you are interested in!
- WayUp (Entry-level jobs and Internship): [https://www.wayup.com/](https://www.wayup.com/)
- Indeed (General job/Internship site): [www.indeed.com](http://www.indeed.com)
- Idealist (non-profit jobs/internships): [www.idealist.org](http://www.idealist.org)
- Company websites
- Professional Associations: [https://www.careeronestop.org/Toolkit/Training/find-professional-associations.aspx](https://www.careeronestop.org/Toolkit/Training/find-professional-associations.aspx)
- Glassdoor: [http://myusf.usfca.edu/student-life/career-services](http://myusf.usfca.edu/student-life/career-services)
- GoinGlobal (internships outside the US): [https://myusf.usfca.edu/student-life/career-services/find-a-job](https://myusf.usfca.edu/student-life/career-services/find-a-job)
- Ziprecruiter: [https://www.ziprecruiter.com/Jobs/Internship](https://www.ziprecruiter.com/Jobs/Internship)
- Entertainment: [www.mediabistro.com](http://www.mediabistro.com)
- Startups: [www.ventureloop.com](http://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
Sample Internships on Handshake

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

Community Health Internship 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 Handshake

**Human Resources Intern**

*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  
Accepts OPT/CPT

**Social Media Content Creator (NFT)**

*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  
Will sponsor a work visa and accepts OPT/CPT
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 (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](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](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.

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
• 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

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USFcnewer

Join Network USF:
Let’s Search Up Internships on Handshake