First Chance for Internships
Register TODAY on Handshake!

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Career Services Center
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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 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

• 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/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
Search Employers on Handshake
Talk to Students that have Previously Interned at Companies you are Interested in
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 and H1B1 info for International Students)**: [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)
- **COVINTERN**: [https://covintern.com/jobs/](https://covintern.com/jobs/)
- **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](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!
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 (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
  - 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.
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
  preparation 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
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
- 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
• 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 myust)
  • 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?
Hours: M-F, 8:30am-5pm
415-422-6216
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