



**Career Services offers assistance with all aspects of finding an internship. Contact the office on your campus.**

**Downtown Phoenix**

411 N. Central Ave.  
Suite 110  
602.496.1213  
Fax: 602.496.1299  
dpccareerservices@asu.edu

**Tempe**

Student Services Building  
Room 329  
480.965.2350  
Fax: 480.965.2120  
careerservices@asu.edu

**Polytechnic**

Student Affairs Quad #4  
480.727.1411  
Fax: 480.727.1904  
careerpreparation@asu.edu

**West**

University Center Building  
Room 220  
602.543.8124  
Fax: 602.543.8070  
westcareer@asu.edu

**University Partners in Career Advising**

W. P. Carey School of Business Career Center

[www.wpcarey.asu.edu/undergraduate/career/career-center.cfm](http://www.wpcarey.asu.edu/undergraduate/career/career-center.cfm)

W. P. Carey School of Business Graduate Career Management Center

[www.wpcarey.asu.edu/mba/career/index.cfm](http://www.wpcarey.asu.edu/mba/career/index.cfm)

Career Services Office for the Walter Cronkite  
School of Journalism and Mass Communication

[www.cronkite.asu.edu/experience/internships.php](http://www.cronkite.asu.edu/experience/internships.php)

Ira A. Fulton School of Engineering Career Center

[www.fulton.asu.edu/fulton/internships/eng\\_intern\\_program.php](http://www.fulton.asu.edu/fulton/internships/eng_intern_program.php)

[www.asu.edu/career](http://www.asu.edu/career)

## Internship Resources Guide

Internship experience in a professional work environment will provide you with added confidence and a competitive advantage over college graduates who lack such experience.

Finding an internship may take one day or several months, with the average search lasting four to eight weeks. Using ASU Career Services and the resources and tips provided in this guide can help expedite your internship search.

### Connect with People

ASU staff and faculty members can help you find an internship by providing you with great advice and connections with employers.

If you're seeking an internship that's directly related to your major, connect with your academic department's internship coordinator, academic success specialists and faculty.

Career Services advisors are available on all four ASU campuses to assist you with strategies for finding an internship and to help you develop effective cover letters, resumes and interviewing skills.

### Network

The majority of internships are never posted online; they are filled by word-of-mouth. Connect with everyone you know through every way you can, letting them know the type of internship that interests you. Don't discount anyone – you never know whose sister, cousin or neighbor might work for an organization of interest. Include those you know through Facebook, professional associations, student clubs and religious affiliations. Connect with ASU alumni through faculty members or [www.linkedin.com](http://www.linkedin.com).

### Identify, Research, and Directly Contact Employers of Interest

Search [www.yellowpages.com](http://www.yellowpages.com) by category of interest to identify potential internship employers (i.e., laboratories, law firms, publishers).

Expand your thinking about types of employers to intern with by referring to the employers section of What Can I do with a Major in ... ([www.asu.edu/career/Students/ChoosingAMajor/whatcanIdowith](http://www.asu.edu/career/Students/ChoosingAMajor/whatcanIdowith)) or pick up a copy at Career Services.

Search employer Web sites for intern positions by visiting their Human Resources, Employment or Careers links.

Research and contact employers directly. Let them know you are seeking advice on how to set up a specific internship.

## Strategically use Job and Internship Search Engines

Search Web sites based on keywords such as marketing intern, public policy intern, youth intern, nonprofit intern, public relations intern, etc. The key is to include the word "intern" in your search. Good search engines include [www.indeed.com](http://www.indeed.com), [www.simplyhired.com](http://www.simplyhired.com) and [www.jobster.com](http://www.jobster.com).

## ASU General Internship Resources

[www.asu.edu/career](http://www.asu.edu/career) ASU Career Services Web site provides access to some of the most effective means of obtaining an internship including:

**Sun Devil CareerLink (SDCL)** features more than 4,000 internships posted annually.

**Calendar of Events** highlights more than 40 annual events on all four ASU campuses to connect students with employers. You can see a list of organizations participating in the events through SDCL.

**On-Campus Recruiting** at ASU offers convenient opportunities to interview with employers without leaving campus. You can see a list of organizations recruiting on campus through SDCL.

**Sun Devil Entrepreneurship Network** connects students with internships in start-up companies. [entrepreneurship.asu.edu/students](http://entrepreneurship.asu.edu/students)

**ASU Student Clubs** includes student organizations with a professional focus. [www.asu.edu/clubs](http://www.asu.edu/clubs)

## Nonprofit Internship Resources

**ASU Community Service Program** connects students with opportunities to intern with Phoenix area nonprofits.

[www.asu.edu/mu/community/internships.htm](http://www.asu.edu/mu/community/internships.htm)

**Idealist** lists national and international nonprofit internships.

[www.idealist.org/if/as/Internship](http://www.idealist.org/if/as/Internship)

**Yellowpages.com** lists organizations under the Social Service and Human Services categories. Contact a Volunteer Coordinator to set up an internship.

[www.yellowpages.com](http://www.yellowpages.com)

## Government Internship Resources

**ASU Capital Scholars Program** facilitates internships in public policy making in Washington, D.C. [www.asu.edu/clas/polisci/undergraduate/capital-scholars](http://www.asu.edu/clas/polisci/undergraduate/capital-scholars)

**ASU Washington Center Program** facilitates internships in Washington, D.C. and abroad. [www.twc.asu.edu](http://www.twc.asu.edu)

**Arizona Legislative Internships** offers internships to students interested in assisting Arizona's elected officials. [www.azleg.gov/internshipintropage.htm](http://www.azleg.gov/internshipintropage.htm)

**The Federal Government** lists opportunities with its many federal agencies.

[www.studentjobs.gov](http://www.studentjobs.gov)

In addition to these Web sites, try developing leads from individual city, county and state government Web sites.

*Remember, people hire people!*

## International Internship Resources

Use caution when seeking an international internship because there can be high fees associated with securing the positions. We have identified a few of the more reputable organizations.

**ASU Center for Global Education Services** provides resources for international internships and studies. [www.ovpge.asu.edu](http://www.ovpge.asu.edu)

**EUSA** offers a fee-based internship program that is affiliated with the ASU Center for Global Education Services. [www.eusa-edu.com](http://www.eusa-edu.com)

**The Washington Center** offers a fee-based London internship program. [www.twc.edu/students/london.shtml](http://www.twc.edu/students/london.shtml)

**International Studies Abroad** is a fee-based international study abroad and internship organization. [www.studiesabroad.com/programs/document/elap](http://www.studiesabroad.com/programs/document/elap)

**Macquarie University** offers a fee-based program for students interested in internships in Australia. [www.international.mq.edu.au/enhance/internships](http://www.international.mq.edu.au/enhance/internships)

## Internship Resources Targeting Specific Populations

**American Association of Advertising Agencies and Multicultural Advertising Intern Program** offers internships targeting African American, Asian American, Hispanic American and Native American students interested in an advertising career. [www.aaa.org/diversity](http://www.aaa.org/diversity)

**American Association of People with Disabilities** offers students with disabilities opportunities in a variety of internships near Washington, D.C. [www.aapd.com](http://www.aapd.com)

**AT&T Internships and Fellowships** offers female and minority students internship opportunities in technology research. [www.research.att.com/internships](http://www.research.att.com/internships)

**Emerging Leaders** places students with disabilities in summer internships. [www.emerging-leaders.com](http://www.emerging-leaders.com)

**Hispanic Association of Colleges & Universities National Internship Program** serves Hispanic American students interested in corporate or federal internships. [www.hnlp.net/intern](http://www.hnlp.net/intern)

**HireDiversity.com** is the leading online service for diversity recruitment. Include "intern" in your keyword searches. [www.hirediversity.com](http://www.hirediversity.com)

**IBM Research Internship** offers opportunities to African American, Hispanic American and Native American students interested in science and engineering. [www.almaden.ibm.com/almaden/diversity](http://www.almaden.ibm.com/almaden/diversity)

**INROADS Minority Internship Program** offers internship opportunities to African American, Hispanic American and Native American students. [www.inroads.org/interns/internWhatItTakes.jsp](http://www.inroads.org/interns/internWhatItTakes.jsp)

**National Directory of Internships for Latino Youth** offers internships to Latino/a undergraduate and graduate students. [www.chci.org/chciyouth/resources/directory.htm](http://www.chci.org/chciyouth/resources/directory.htm)

**Sponsors for Educational Opportunity** offers premier summer internships for talented students of color. [www.seo-usa.org/career](http://www.seo-usa.org/career)

## Think Beyond the Internet

Unless you are interested in a career field that is in high demand by employers, it is highly unlikely that you will be able to obtain an internship just by posting your resume on a Web site.