

APPLYING TO OPEN POSITIONS isn't the only way to find an internship. Many students create their own. Employers without structured internship programs (most often smaller companies and non-profits) aren't necessarily closed off to the idea of having interns...they're just waiting for curious, self-motivated students to reach out to them!

REFLECT & RESEARCH

- > **Find an organization you're genuinely passionate about...**you love their products, care about the population they serve, believe in their mission, etc.
- > **Reflect on what you want out of an internship...**to hone a skill you learned in class, develop a new skill, practice a new style of working, experience a new work setting, etc.
- > **Figure out a good-fit contact within the organization...**somebody who works in a department of interest to you, somebody with whom you share something in common, or somebody who knows somebody you know.

WRITE & REFINE

- > **Tailor your resume** to showcase your most relevant skills and experiences.
- > **Write a one-page proposal letter** (similar to a cover letter) that covers the following:
 - How do you know about the employer and why are you **interested** in interning there?
 - How can you **contribute** to their organization? Give brief ideas of projects you can work on, problems you can help solve, populations you can serve, etc.
 - How are you **qualified**? What knowledge, skills, and experience would help you be successful there?
 - What do you want to **learn** from them? Share some brief ideas; you'll create actual learning goals later.
 - Available **start date**, preferred **end date**, and approximate number of **hours** per week you're available.
- > **Craft a professional email** with a short, compelling summary of what's in your attached resume and proposal.
- > **Have your documents reviewed** and then polish them.

REACH OUT

- > Consider **setting up a meeting** with your contact to discuss your proposal or get advice.
- > **Give/send/email** your resume and proposal letter to your contact or a hiring manager on a specific team.
- > **Follow-up in a week or two...**and then follow-up one more time if you don't hear back.
- > **Send thank you notes** to your contacts and the employers who engaged with you.

NOTE - These tasks do not have to be completed in the order presented. For example, you could set up a meeting with a contact first and then create a proposal that builds on what you discussed. Do what works for your situation!

TIPS:

- > **Connections can be key.** Resist the urge to sit behind your computer and randomly send a gazillion resumes.
- > **Enthusiasm goes a long way.** Isn't it fun seeing somebody light up (on paper or in person) when they're passionate about something?!
- > **Make it easy for them.** Employers like when candidates spell out how they can contribute or bring value as interns.

WHAT TO DO NEXT:

- > Go to **events** where you'll meet employers and other contacts - careers.uw.edu/Calendar
- > Connect with potential employers at **linkedin.com**
- > View **sample resumes** in our Career Guide - careers.uw.edu/resumes/
- > Get **1:1 coaching** on creating internships - careers.uw.edu/schedule-an-appointment/