

How to Get an Internship

Welcome to *The Workforce Link Podcast*, where we're offering forward-thinking conversations for the workforce, linking employers and job seekers to a brighter tomorrow. I'm your host Sundi Jo Graham from the Central Workforce Development Region, and I'm happy to be back with you for another episode.

Is college education enough to land you a job? Some say yes; others say no. Unfortunately, more companies require internship experience to get your foot in the door. On the podcast today, we'll talk about some practical ways to get the internship you want.

Before we dive in, I want to quickly remind you to share this podcast with friends, neighbors, co-workers, fellow students, and anyone else who comes to your mind. The more you spread the word, the more we get to help others. And if I haven't said it already, thank you in advance.

Alright, let's dive into today's episode on how to get an internship.

Internships are a great way to gain valuable experience and make connections in your desired field. As I said, it's a great way to get your foot in the door and potentially land a job after you're done.

1) FIGURE OUT WHAT KIND OF INTERNSHIP YOU WANT

Determine what skills, qualifications, and experience you need to be successful. Don't just think that you have to apply for every opening because you want something. Instead, look for something that fits in your wheelhouse.

What skills do you have? What are your soft skills? Your hard skills? We discussed soft skills in [episode three](#) of the podcast and understanding hard skills in episode six. I will share the link to both episodes in the notes below. But your degree also comes into factor here. What career fields match up with your major? What kind of experience do you have now? What roles has it prepared you for?

And what about your interests? Though not every job or internship is always perfect and fun, you still want to find something you will enjoy. Think of a few different career fields you're interested in, then search for related internships.

Now, what if you don't have any work experience yet? How are you going to get your dream internship? You might not right away, and that's okay. Find something to help you get started, and you can always move into something better later.

2) DO YOUR RESEARCH

Once you've narrowed down the type of internship you'd like to pursue, start researching potential employers. Check out their websites, and read news articles and reviews.

What is their mission? Their values? Is it something you can see yourself fitting into?

Visit job sites, or use your college career site. Many colleges offer career fairs. Missouri has a database for internships at mointernconnect.com. I'll share the link below.

Use your network. Nothing beats a personal recommendation. Who can help you get your foot in the door? Friends? Family? Colleagues? Classmates? Professors? Don't be afraid to ask them if they know anyone hiring.

Research the company on LinkedIn and connect with other employees. Ask them questions about the culture, etc. Then, start building a relationship with them and see if there are any openings they recommend.

And don't hesitate to just reach out directly to the company. Write them a letter of interest and tell them what you're pursuing your degree in and how you think an internship with them would be a good fit.

And you can visit your nearest Job Center for assistance, too. They may already have an employer in mind they can connect you with. Or if you tell them what they're looking for, perhaps they can reach out to that employer and help you get a personal connection.

3) GET YOUR RESUME IN ORDER

Make sure your resume is up to date. And as we've talked about on this podcast multiple times, don't just create a cookie-cutter resume. Instead, make sure it's tailored for each position you plan to apply for. This is where you'll include specific skills relevant to the internship you're applying for. We talked more in-depth about this in [episode 13](#) of the podcast. I'll share the link below.

Make sure you highlight your extracurriculars & awards (any sororities or groups you're in. Share your GPA).

And don't forget to add a cover letter to that, too, letting the employer know why they should hire you, what you offer, your skills, etc. This is your opportunity to brag about your accomplishments without looking full of yourself. We walked about this in episode 10 of "how to write a cover letter worth noticing." Again, I'll share the link below.

Are you looking for career training without even having to leave the house? Good news for you! We've recently launched *The Career Club*, a virtual work experience for job seekers ages 14-24.

Here's how it works:

We assist you with job-seeking skills, personal management skills, meeting employer expectations, money management principles, good work habits, and more.

After training is complete, you'll receive job placement, allowing you to implement your newly developed skills.

And here's the cool part... **You get paid while you learn.** That's right. You'll receive \$13/hr while participating in the virtual training, with a possible transition to a higher wage upon job placement.

This is an exciting opportunity to earn while you learn. To sign up or learn more, visit cwdregion.com/careerclub, or you can find the link in the show notes.

4) APPLY FOR THE JOB

Now's the time to send that resume in. Make sure you read the job description carefully, and again, make sure your resume is tailored to that specific description. Follow the instructions given in the description and send in any necessary documents they request. For example, if you're applying to a newspaper, they may want some writing samples.

Don't just settle on one job. Instead, apply for several different ones that fit with what you're looking for. You don't want to just put all your eggs in one basket.

5) PREPARE FOR THE INTERVIEW

Don't wait until you're called in for the interview to get ready. Start preparing now. Practice answering some questions. What questions do you want to ask? We discussed this in episode 38, [*8 Questions Every Job Seeker Should Ask in An Interview*](#).

Once you get a call for an interview, start researching that company, dive in, and try to learn as much about that position as possible. Then keep practicing. Talk about your skills and experience, and list the questions you want to ask.

6) FOLLOW-UP

After you've interviewed, follow up with a thank you note or email. And when I say thank you note, I mean an actual handwritten thank you note. If you've listened to this podcast for a while, you know I talk a lot about this. It adds personal value that doesn't come across any other way. This will show the employer you're serious about the position and give them one more chance to remember you.

And again, If you need assistance finding the right internship for you, don't hesitate to reach out to a Job Center near you. We have staff who would love to help you!

Let's do a quick recap of what we've covered today:

1. Figure out what kind of internship you want.
2. Do your research.
3. Get your resume in order.
4. Apply for the job.
5. Prepare for the interview.
6. Follow up.

Good luck getting the internship you want, and don't give up if it doesn't happen immediately. Just keep moving forward in the right direction.

That's it for today, my friend. If you've enjoyed today's episode, would you mind sharing it with someone else you think could benefit? And head on over to wherever you listen to this show and let us know what you enjoy about the show. It means a lot to us and helps us stay

visible so that others can easily find us.

Have a great week, and we'll meet again in the next episode. Until then. Remember this...
There's always a brighter tomorrow if you're willing to find it.
