

# Creating Your Own Internship



## 1. REVIEW YOUR RESUME

- Be sure your resume reflects the skills, experiences, and coursework necessary for the field you're interested in building an internship.
- Visit the XPD – Experience and Professional Development Office to have your resume critiqued and refined to highlight how you're qualified for that experience. [Schedule an appointment online](#) or drop into the Resource Centers:

**CSB- Clemens Library (320) 363-5707**

**SJU- Mary Hall #10 & #25 (320) 363-3236**

## 2. RESEARCH SPECIFIC COMPANIES OR ORGANIZATIONS

- Research possible internships that may not appear on Handshake or other databases.
- Search the CANE (alum database) to identify companies and alums that work in that industry.
- Search for companies or organizations that might meet your needs and interests. Sometimes a simple Google search, based on your geographic location of choice, can be a helpful starting point.

## 3. IDENTIFY A KEY CONTACT

- Determine the head of the department of the organization you're interested in working with as an internship site.
- Find relevant names, or a company recruiter, through the organization's website. You could also use LinkedIn, friends or family, or reach out to the CSB/SJU alumnae/i who might have contact information for relevant people.

## 4. CONTACT KEY PEOPLE

- Consider contacting the person identified in the step above either via email or phone call. **A sample email can be found on page two.**
- Be sure to define:
  - What type of experience you're pursuing (e.g., "a summer position in which I can use my strong writing skills")
  - Your area of interest/expertise (e.g., "my passion and interest in environmental issues")
  - What you will bring to the experience (e.g., "a willingness to work hard, an eagerness to learn and contribute")
  - Focus on creating a mutually beneficial experience, so both you and the company can benefit from it.
- **Two important pieces of advice as you are making contact:**
  - **Do not say:** "Do you have any internships available?" If companies have not used student interns before, their answer will probably be "no". Describe your desire to work for the company in terms of a summer or semester "work experience" to learn more about the field.
  - Ask if there are any projects they need done which you could complete for them. Share information about your background and skills you have that might be of interest for them.



## 5. START EARLY!

- Take advantage of semester breaks to contact potential internship sites. You need time to get your resume to the appropriate person(s). Do your company research in the XPD Office before you leave campus and ask staff for help in building alumni networking contacts.
- Creating an internship takes time. Be sure to allow enough time for the process to be successful, especially if you need to register for campus credit.

### **SAMPLE CONTACT EMAIL TEMPLATE**

**Copy and paste the text below into an email. Be sure to update the bold text areas, personalizing them to fit your skills and interests.**

Dear **(Key Contact)**,

I recently met with the CSB/SJU XPD – Experience and Professional Development Office and staff members there encouraged me to reach out about the possibility of a **spring semester** internship. **(Add a sentence here that lets the company know how you became interested in their mission)**. In reviewing your website, I see my **(writing or speaking)** skills benefiting your mission. I wonder if you'd consider **(insert project idea)**? It seems to align with **(insert company mission or goals)**. I'm looking for an internship **(how many hours, duration/length you're seeking)**.

I've attached my resume here for you to review. I'd greatly appreciate the opportunity to discuss ways that we could combine my skills into an internship that could benefit your organization. I look forward to hearing from you about how best to develop this experience, either over email, phone, videoconference, or in-person, at your earliest convenience.

Best,

John Smith  
(320) 363-5300  
jsmith@csbsju.edu

### **Questions about next steps?**

Contact an XPD Career Coach at [xpd@csbsju.edu](mailto:xpd@csbsju.edu) or by [scheduling an appointment](#).

**CSB OFFICE**  
Clemens Library  
(320)-363-5707

**XPD- EXPERIENCE & PROFESSIONAL DEVELOPMENT**  
[www.csbsju.edu/xpd](http://www.csbsju.edu/xpd)  
Open Monday - Friday, 8:30 a.m. - 4:30 p.m.

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