



# FINDING AN INTERNSHIP

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## What is an internship?

Internships are short-term work experiences that allow you to participate and observe in a professional working environment and explore your career interests. Internships are valuable because you gain an inside view to an industry and the organization, develop new skills and apply what you learn at BMC, make connections with professionals, and learn more about your interests through practical work experience.

## Where do I begin?

An effective internship search should start by identifying your strengths, interests, and values. By doing this first, you can focus your internship search on areas that you find most meaningful.

- Define your goals. Ask yourself, *What do you want to learn? What skills do you want to develop? What new fields do you want to explore? What types of organizations interest you?*
- Reflect on past experiences. *What did you like or dislike about past work or volunteer experiences? What do you want to build on from your past experiences? Did you make any connections with mentors or colleagues that can be helpful with this search?*
- Take the time to do some self-assessment. Speak one-on-one with a career counselor in [Handshake](#). Consider taking a [career assessment](#) through Career Engagement to learn more about your interests.

## How do I find an internship?

- *Posted* opportunities: searchable online and through systems like Handshake. These are advertised openings. Visit our [Internship Search: Online Resources](#) handout for places to start.
- *Hidden* opportunities: unadvertised opportunities. These are often found through networking with friends, family, mentors, and alumnae/I and former employers. Meet with a career counselor to discuss the vast network that you have access to as a Bryn Mawr student! Read through our [Networking Guide](#), which provides ways to help you plan for your introductions, sample questions, to as, and tips on how to conduct outreach.
- *Self-Designed* opportunities: created in partnership between the student and organization. Students can approach an organization with an idea or offer their skills. This takes initiative and time, but allows you to collaborate with a partner in designing a project that they need. Speak with peers, mentors, and teachers about this possibility.

## What is the timeline for applying to internships?

Deadlines for internships vary depending on the field. Knowing when and how certain industries recruit will help you to strategize your plan of action. This is helpful if you have specific interests in mind, or help you to anticipate what you may see as you are still exploring options.

For summer internships: Larger organizations, specifically corporate (most financial services and consulting firms), government agencies, media companies, and large research institutions, will begin to recruit in the fall for summer internships. Nonprofit organizations and smaller companies will conduct in-time hiring (as needed basis), with deadlines beginning in December/January and into the summer. The majority of students are notified about summer internship applications in March/early April.

## What options are there for academic credit internships?

**Academic year internships:** [Praxis Program](#) is an experiential, community-based learning program that offers academic year (fall/spring) internships for credit. There are various types of Praxis where fieldwork is involved in the course. Led by the Career & Civic Engagement Center. To learn more, please contact Tiffany Stahl at [tstahl@brynmawr.edu](mailto:tstahl@brynmawr.edu).

**Summer internships:** Students doing internships during the summer can receive 0.5 credits by registering for GNST 030:Personal Development: Springboard. Students interested in learning more about this credit course can contact Jennifer Prudencio at [jprudencio@brynmawr.edu](mailto:jprudencio@brynmawr.edu) for more information.

## I'm ready to start my internship search. How do I learn more about fields that interest me?

- Visit Handshake and meet 1:1 with a career counselor. You can also sign up for an Internship Workshop!
- Browse **Handshake** and other Online Resources to search for positions and organizations that interest you
- Checkout resources from [the Career Engagement Job and Career Databases](#) (PW: traditions):
  - **Vault** to conduct industry research
  - **What Can I Do With This Major** to explore ways you can connect your major to careers
- Make connections with Bryn Mawr Alumnae/i for advice through [MawrterConnect](#)! The Career Paths let you explore an occupation, industry, or field of interest to learn more about the type of work before applying for an internship. The Community enables you to look at alum profiles and learn about career pathways. And, you can send messages to people to have conversations and get advice (not to ask for an internship but to learn more about what you might benefit from throughout your search).
- Utilize the **Bryn Mawr network of faculty, staff and peers** for ideas, advice and feedback
- Peruse the [LinkedIn Guide](#) with tips just for students.
- Check out our [Networking and LinkedIn](#) handouts for tips on setting up informational interviews
- Browse **company websites** and keep track of the ones you are most interested in

## I'm an international student. How does this relate to my internship search?

International Students must confirm their eligibility for Curricular Practical Training (CPT) to intern in the U.S. during the summer. Contact Patricia Lausch, Assistant Dean for [International Student & Scholar Advising](#), for more information.

## What other tips should I know when I start applying?

- **Prepare Resumes and Cover Letters.**  
Make sure your documents resume/CV, cover letter, and list of references are up-to-date. Get feedback on your materials by stopping by the Career & Civic Engagement Center at The Well during walk-in hours.
- **Polish your Online Presence**  
Employers may search online for you as part of their review process. To strengthen your social presence, enhance your privacy, clean up old or inappropriate posts or photos, and update your LinkedIn profile.
- **Practice for Interviews**  
Develop your introduction highlighting your experiences, interests and goals. Build your interviewing skills by scheduling a mock interview through Handshake. You will feel more prepared when meeting someone new!
- **Stay Organized and Take a Deep Breath!**  
Keep track of the applications you have submitted so you can follow up on the status of your application at a later date. The process takes time so take a deep breath, create a plan and be realistic.
- **Reach out to the Center** – from internship search to handling offers, we can guide you along the way! Stop by our daily drop-ins or make an internship search appointment! We are here to support you!

CAREER & CIVIC ENGAGEMENT CENTER | BRYN MAWR COLLEGE

Student Life and Wellness Building, 1<sup>st</sup> Floor | Phone: (610) 526-5174 | [cpd@brynmawr.edu](mailto:cpd@brynmawr.edu)

<https://www.brynmawr.edu/career-civic/career-planning>

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