



The DO's and DON'Ts of Seeking Internships:  
A Guide for Sophomores and Juniors

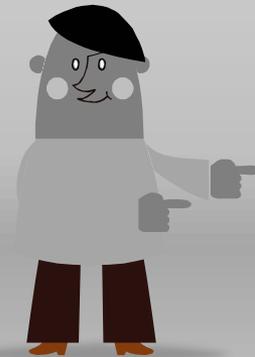
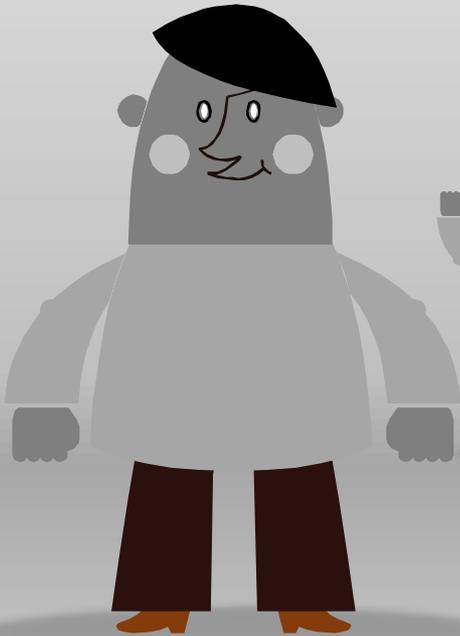
Don't panic, you still have time before you need to land a job after college. BUT...

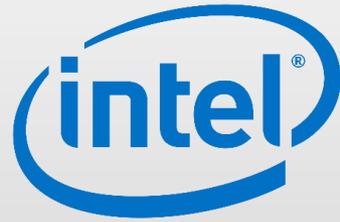
... if you work backward from graduation day...

...there are steps to take to avoid last minute panic.

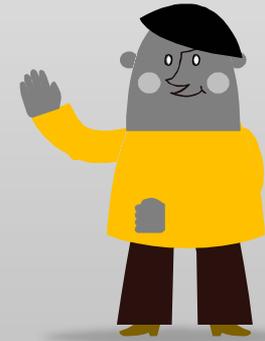
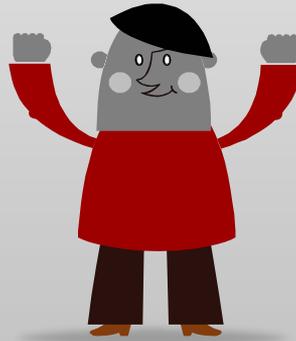
Everyone's career starts somewhere.

If you want to start on the right foot, read on.





The New England Center  
for Children®  
*Autism Education and Research*



Recruiters from Intel and NECC shared real stories of some good and... less successful intern candidates. They are lessons for how to land an internship you love.

\*Names have been changed!

### DO:

Lee learned about his internship from a previous intern. That former intern connected him to some current employees. Lee asked them about the internship and their experience as staff. They were able to put in a good word for Lee when he decided to apply.

### DON'T:

Mary is studying Aerospace Engineering. She applied for over 20 various intern positions. She did not customize her resume to each role. To date, she has not even received an invitation to a telephone interview.



DO network with employees at the organization.  
DON'T apply to everything and anything.

### DO:

Elena didn't possess most of the requirements for the internship, but she was passionate and willing. She beat out other candidates who had more relevant experience because she demonstrated her ability to learn new things quickly.

### DON'T:

Michael submitted a resume and the recruiter's first impression was that he had no relevant experience, only to see further down that Michael did indeed have good experience. However, the recruiter wasn't impressed that Michael didn't take the time to present his resume well.



DO apply for an internship you're passionate about, even if you don't meet all the requirements.

DON'T assume your experience alone will get you the internship.

### DO:

Carlos got an interview after meeting recruiters on campus. He impressed them with his enthusiasm and knowledge of the organization. He performed well during the internship, helped them as a student ambassador during their campus visit, then joined in a full-time role after college.

### DON'T:

Lizzie applied but her experience, coursework and interests were related to other fields. The recruiters would have considered her but she didn't explain in her application why this position interested her and fit her career plans. They assumed she just needed college credit at any internship and would probably just do the minimum.



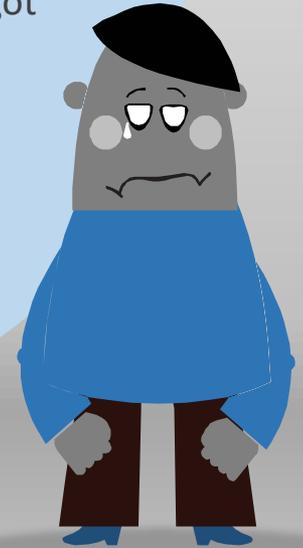
**DO** show enthusiasm and knowledge about the internship.  
**DON'T** apply without explaining why you're interested.

### DO:

Alicia had the career center review her resume and give her feedback. She did a mock interview with a career counselor and when she met with a recruiter on campus, she felt that the preparation got her the internship.

### DON'T:

Tim waited until March to start looking for an internship. When he began applying, he discovered that almost all the larger companies had already filled their positions. He got email responses that encouraged him to apply next fall.



DO utilize your resources like the career center and faculty.  
DON'T put off the search until spring.

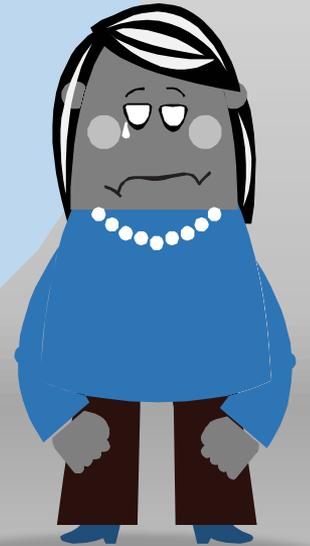
**DO:**

Taylor impressed his interviewers when he asked a handful of questions about the organization, the position, and possibilities for growth there. It demonstrated that he cared about their organization and the role.



**DON'T:**

Maria showed up unprepared to her interview. She didn't dress appropriately and didn't bring her resume or anything to take notes with. They did not call her back.



**DO** research the organization to prepare for an interview.  
**DON'T** come empty-handed or underdressed to an interview.

# DO....

Use your resources. Your career center can help you find a position you like. Talk to faculty and peers to find a personal connection to an organization.

Show recruiters your enthusiasm and knowledge of their organization.

Network. Look up people who work at the organizations you're interested in.

Prepare for an interview by researching the organization.

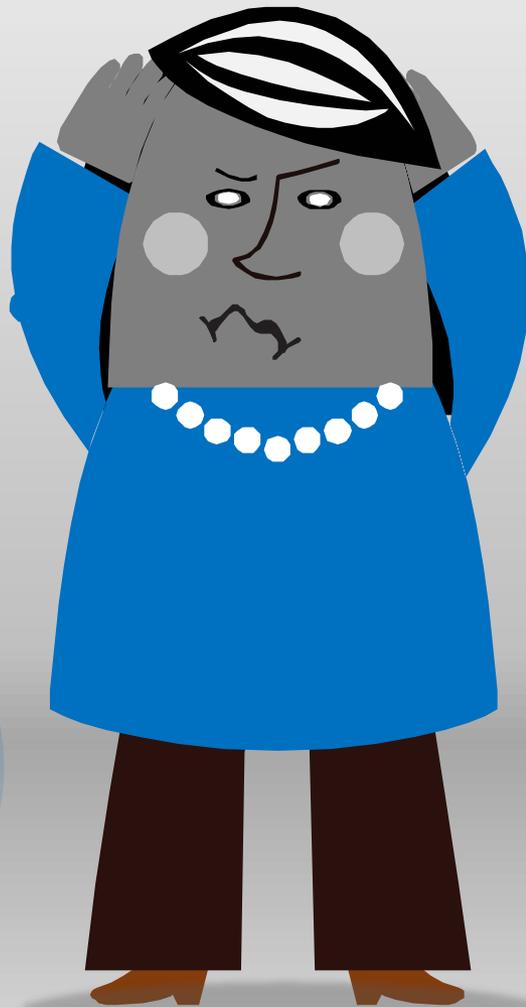
Apply for an internship you're passionate about, even if you don't meet 100% of the requirements.



**DON'T...**

Apply to anything and everything.

Assume your experience alone will get you the internship, without demonstrating that you care.



Put off your search until spring.

Come empty-handed or underdressed to an interview.

Apply without explaining why you are interested in the position.

## [How students should build their network and personal brand:](#)

We interviewed two experts who shared advice for why networking matters, and where to start. They even broke down how exactly to approach an informational interview.



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