

Finding an Internship

Don't be stressed-- Whether you're looking for an internship for the summer or for the school year, this page will help you get started by offering and referring you to some internship resources.

Quick Tips & Important Things to Remember

- **Network Network Network!** Never miss an opportunity to communicate about your areas of interest. Talk with professors who research in your interest area, current and past employers, neighbors, friends, etc.
- **Conduct Informational Interviews:** When you meet someone who may be able to help you, do not hesitate to ask if you could speak with them again. Professionals who have "made it" were once in your shoes and are often willing to help or refer you to more contacts.
- **Initiate and Thank:** Show confidence in yourself and do not be afraid to approach someone who has the job you want. When the conversation is over, show gratitude. Ambition and humility are a winning combination.
- **Update Your Resume:** Make sure your resume includes your strongest and most recent experiences. Most importantly: tailor your resume so it applies to the organization/position you desire. This will separate you from other candidates. And always have friends proofread it for you.
- **Talk With Your Peers:** Your fellow students all have unique experiences from where they worked in the past. Don't be shy! Look to them for advice. Your peers are often your most willing advisors.
- **Evaluate Financial Vs. Experiential Gain:** Government and nonprofit sector internships are increasingly unpaid. Many other internships may be unpaid or offer only a small stipend. Weigh the potential financial loss (program costs, housing, food, etc.) against the valuable experience you could gain. Make sure the new position can help further your goals.
- **Think Ahead:** Prepare references and letters of recommendation early. Many professors are inundated with such requests, so be sure to speak with them way ahead of time. Always plan ahead for unexpected delays.

Internship Resources

** Interested in a graduate internship at NASPAA?*

<http://www.naspaa.org/students/Internships.asp> *

* For the job board and career information website hosted by NASPAA and its * partner associations, go to <http://www.publicservicecareers.org/>.

Please note that this list is not comprehensive.

Federal Government Internships:

Feds Hire Vets

An idea developed by the influx of veterans returning from combat and in honor of the invaluable skills. Veterans interesting in continuing their public service should look into the many opportunities provided by this new initiative.

<http://www.fedshirevets.gov/>

Pathways Internship Program

The Pathways Intern Program was established to give students the opportunity to work within a government agency while they are in school. Students may work part-time or full-time, and their studies/goals must complement the position.

<http://www.opm.gov/HiringReform/Pathways/program/interns/>

U.S. State Department

The State Department manages several student employment programs that enable students to get experience in a foreign affairs environment.

<http://careers.state.gov/students>

U.S. Department of Transportation: Summer Transportation Internship Program for Diverse Groups

The U.S. Department of Transportation offers internship opportunities in several areas, including planning, economics, public administration, criminal justice and more. Check out the link to find out more.

Note that many federal agencies have similar opportunities like the two mentioned above. Please go to <http://www.usajobs.gov/studentsandgrads> to search more.

Nonprofit Internships:

Idealist

A website where you can search or browse by name, location, or mission, providing thousands of volunteer/internship opportunities at nonprofits worldwide.

<http://www.idealist.org/>

Young Nonprofit Professionals Network

An organization dedicated to providing aspiring nonprofit professionals with networking and professional development opportunities in the greater Washington DC area. Its website includes job and internship postings.

http://ynpndc.org/s/1369/2_home.aspx

NASPAA does not endorse these websites. They are merely a reflection of available information, and the links may change at any time.

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