

Finding An Internship

Top Five Student Identified Internship Databases

1. MyCWS: The CWS's new portal featuring jobs, internships, volunteer opportunities and fellowships posted to Wellesley students and alumnae. You will need to click on the link below and register. Use **MyCWS** to access online subscription services mentioned throughout this handout, and to view and sign up for upcoming CWS events, on-campus recruiting schedules, career fairs and more.

<https://www.myinterface.com/wellesley/student/home.aspx>

2. NEW: LACN Internships and Jobs (Liberal Arts Career Network)

Comprehensive internship and job database shared by a consortium of small liberal arts colleges. **Students** must login with their Wellesley email address and use your personal password. Click the forgot password link to get started.

<https://lacn-csm.symplicity.com/students/>

3. NEW: Internships.com Go to: <http://www.internships.com>

Click on **Students**

Click on **Join the Internships Network**

Select your **Wellesley College** from the drop-down box

Enter your school's Promo Code – see **MyCWS** then Click **Continue**

Enter your name, email, and make up your own password; Click **Signup**

Enter your email and password again; Click **Log In**

On following visits to the Premium Site, after entering the Students area, you can enter your email (Login) and password under Already Registered to access the site.

NOTE: While doing a Search, the easiest way to get started is to select "All Majors/Interests", "All Compensation Types", "United States", the "Region" desired, then select any "Locality" in the Region (using CTRL/SHIFT key to select multiple localities). In order to get the most listings for a specific Major(s), select the "Major(s)" and select "All" for Country under "Search in North America." You may also tailor your search to include specific majors/interests, compensation types, or other regions/localities.

4. Internships USA -

<http://www.internships-usa.com>

Offers internship listings on the web with more than 3000 organizations. There are accompanying Internship Series books located in the CWS library. The series is searchable online, by clicking the link "The Internship Series on line".

5. Nacelink Internships:

Check **MyCWS** for url - (available August 2008)

Web Aggregators: These search engines, search the entire web for job and internship listings, type in **intern** or **student intern** as a keyword. These are great tools for searching a specific geographic area!

Google: <http://base.google.com> (select jobs)

Indeed.com: <http://www.indeed.com>

Simply Hired: <http://www.simplyhired.com>

Excellent Web Sites:

idealist.org: <http://www.idealist.org> (search for organizations in your interest and check their direct website for additional opportunities)

LACN Spotlight On Careers: <http://www.spotlightoncareers.org/>
(Click on a specific career field for intern/job databases related to that field!)

American Political Science Association: internship resources
http://www.apsanet.org/section_655.cfm

American Public Health Association: internships
<http://www.apha.org/about/careers/internships/>

Bookjobs.com: internships in publishing
<http://www.bookjobs.com/internships.php>

CareerBuilder: internships search
<http://www.careerbuildercollege.com/Internships.aspx>

Making the Difference: federal internship directory
<http://www.makingthedifference.org/federalinternships/directory>

Journalismjobs.com: internships in journalism
http://www.journalismjobs.com/search_results_internship.cfm

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Excellent Web Sites (continued):

Federal Student Career Programs:

<http://www.makingthedifference.org/federalinternships/employmentprograms.shtml>

Federal e-Scholar Portal:

is the "Umbrella Term" that encompasses Jobs, Internships, Scholarships, Fellowships, Grants, Apprenticeships and Cooperative Education within the Federal Government linking to the educational opportunities available to students high school through doctorate level and career professionals. Our goal is to simplify the process of finding educational opportunities and to assist Federal agencies in attracting talented professionals.

<http://www.studentjobs.gov/e-scholar.asp>

National Institute for Health: Summer Internship Program in Biomedical Research

<http://www.training.nih.gov/student/index.asp>

The Riley Guide: where to search for internships

<http://www.rileyguide.com/intern.html>

Sponsors for Educational Opportunity (SEO): *From the Riley Guide:*

"SEO is an educational not for profit that offers internships to college students of Black, Hispanic, Asian, and Native American decent."

<http://www.seo-usa.org/>

The Student Conservation Association (SCA): *From the Riley Guide:*

"High school students can volunteer with the SCA, and students over the age of 18 can apply for internships and jobs with the association. "SCA offers 3-to-12 month, expense-paid internship opportunities in all 50 states, in more than 50 professional fields with the National Park Service, the U.S. Forest Service, the Bureau of Indian Affairs, the U.S. Fish and Wildlife Service, the U.S. Geological Survey, and state and local agencies, among others."

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

Where there are jobs, there are internships: More subscription databases. Try entering the keyword **intern** and select search. See **MyCWS**

ArtJob.org: <http://www.artjob.org/cgi-local/displayPage.pl?page=index.html>

Search currently available art jobs: full- & part-time employment, internships, grants, public art projects, and residencies -- you can search by region, art discipline, type of organization, and more! There are related articles and links to explore.

CareerSearch: Go to **MyCWS** to access link.

A directory of over 1 million companies in the U.S. and Canada searchable by industry and location, as well as key words and computer systems used. This is not a job/internship database, but a means to locate companies and organizations for a geographic area and by field, in the U.S. and Canada.

Environmental Career Opportunities: <http://www.ecojobs.com/1jan/contents.asp>

H1visa.com: <http://www.h1visajobs.com/Online>

Database of American Employers for International Professionals Databases we have access to: ADMIN-H1B, BUSI-H1B, EDURES-H1B, LANGUAGES-H1B and MATHS-PHY SCI-H1B (12 months)

Opportunities in Public Affairs: <http://www.brubach.com/opawebversion3/opa.htm>

Online site for locating jobs and internships in public affairs.

Vault Guide Access: If you have problems downloading from the vault site, make sure you are using Internet explorer instead of Firefox. See MyCWS.

Comprehensive industry, career and employer information as well as downloadable gold guides. Vault also offers a **new Internship database**.

WomenSportsJobs.com: <http://www.WomenSportsJobs.com>

You must select login at the top right, and then job seeker login.

GoingGlobal: <http://online.goinglobal.com/default.aspx>

International job seekers guide. Accessible only from a Wellesley College networked computer.

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CWS/Wellesley College Internship Resources:

CWS Identified Internship Blog: <http://cwsinternships.wordpress.com/>

CWS Stipend Program:
<http://www.wellesley.edu/CWS/students/internshipsbyname.html#CWSStipend>

CWS Junior/Sophomore Recruiting Program:
<http://www.wellesley.edu/CWS/students/internrecruit.html>

Wellesley College Departmental Programs:
<http://www.wellesley.edu/CWS/students/internshipsbyname.html#CWSOtherDept>

CWS Job Listing/Career Fairs Web Page: 150 sites, grouped by sector and career field. Where there are jobs, there are internships, type in keyword **intern**
<http://www.wellesley.edu/CWS/careerfairs.html>

Please see next page to social science and science center opportunities!

CWS Community Service: <http://www.wellesley.edu/CWS/commservice.html>

CWS Law Resources: <http://www.wellesley.edu/CWS/lawresources.html>

CWS Recruiting blog (password required, see **MyCWS**)

Wellesley College Pre-Law Internship Book
Access Wellesley Only web page via **MyCWS** for the pdf version of this resource.

**WELLESLEY FIRSTCLASS CONFERENCES
NFP/PS**
Departmental FirstClass Conferences, for example CSMajors and Media Arts and Sciences.

MyCWS: <https://www.myinterfase.com/wellesley/student/home.aspx>

Science:

National Science Foundation (NSF)
Search for an REU Site for Undergraduates Search Engine
http://www.nsf.gov/crssprgm/reu/reu_search.cfm

Search for an REU Site by:

Astronomical Sciences
Atmospheric Sciences
Biological Sciences
Chemistry
Computer and Information Science and Engineering
Cyberinfrastructure
Department of Defense (DoD)
Earth Sciences
Education and Human Resources
Engineering
Ethics and Values Studies
International Science and Engineering
Materials Research
Mathematical Sciences
Ocean Sciences
Physics
Polar Programs
Social, Behavioral, and Economic Sciences

SEARCH BY RESEARCH AREAS/KEYWORD
Enter full or partial research areas/keywords separated by commas:
(e.g. geophysics, ecology, nano, robot, ethics)

AND/OR STATE

Remember:

Many sites allow you to:

- Set up internship/job search agents, to be notified of opportunities as they become available.
- Set up and RSS feed to your aggregator to be notified of opportunities

Network with friends, family, faculty

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What do I want?

An internship is a supervised training experience, for career development and exploration. Internships help you explore new interests! Internships are one of the best ways to find out what you do and don't want to do!

Self Assessment:

What work/activity provides me the most satisfaction?
What career will help me live the lifestyle I want?
(Encompasses not only income, but also, time, stress, activity level, dress code, etc.)

Focus: Take this online indicator any time, just sign up, for password see **MyCWS**
<http://www.wellesley.edu/CWS/focusregistering.html>

Myers Briggs Type Indicator: personality assessment tool used to help individuals realize their personal preferences, strengths and weaknesses, and how they may inform career choices.

Occupational Outlook Handbook: This great government resource will help you explore the day in the life of various occupations, explain the projected need for these positions and more! <http://www.bls.gov/oco/>

Interest:

What fields am I interested in? (Medial, business, education, non-profit, etc.)
What occupation might I want to pursue?
(Doctor, Lawyer, Freelance Journalist, researcher, teacher, consultant, etc.)

Logistics:

Do I need funding? Can I take an unpaid internship?
What geographic Areas interest me? Do I want/need to live at home?

Things to Consider . . .

Search Terms: Make sure to try multiple words to get at the same thing. For, example, you may turn up some results on a search for attorney and different results in a search for lawyer!

Funding:

It is not impossible for undergraduate students to find funding to pursue their interests, but it does take a lot of searching! The CWS Library is a great place to start the search for grants to individuals.

Wellesley College Funding 2008: **Watch for 2009 dates**

CWS Summer Stipend Program – Deadline February 27th
<http://www.wellesley.edu/CWS/students/internshipsbyname.html#CWSStipend>

2008 Summer Research Program - Deadline February 20th
<http://www.wellesley.edu/ScienceCenter/Students/students.html>

2008 Summer Social Science Research Program – Deadline February 22nd
<http://www.wellesley.edu/DeanCollege/studgrant/sumsocscireu.html>

CWS Identified Internships – Lumpkin – March 5th
<http://www.wellesley.edu/CWS/students/servicelearning.html>

Dean of the College Student Travel and Research Opportunities:
<http://www.wellesley.edu/DeanCollege/stugrnt.html>

The Search and Application Process

Start searching today! Use the first three pages to begin your search.
Come in for a drop-in if you are having trouble! M-F 12:30-2pm
For most internship applications you will need:

Resume: <http://www.wellesley.edu/CWS/students/resumes.html>

Cover Letter: <http://www.wellesley.edu/CWS/students/coverletter.html>

Making the Most of Your Internship

The CWS can also provide advice and tips to make the most of your internship.

* Check Back for more details and come to one of our April Workshops!

Click Here to link to the CWS Calendar of Events on MyCWS:
<https://www.myinterfase.com/wellesley/student/home.aspx>