



Internships

Tips for Using



<http://lacn.v2.ecampusrecruiter.com>

GETTING STARTED

- First, set up your account and create your profile. Choose any username and password.
- Remember to upload your resume and any other documents needed, if applicable.

SEARCHING FOR INTERNSHIPS

- On the left-hand side of the computer screen, place your cursor over “**Job Postings**” When the drop-down menu appears, click on either “**View Internships**” or “**Search Internships.**”
- Under “**View Internships**” you will access a page displaying every internship available on LACN.
- To find a specific internship, use “**Search Internships.**”
- To use “**Search Internships,**” you can search using these simplified fields, selecting whatever location, industry, keyword or function interests you. Remember: Less is more- the fewer criteria you enter, the more results you will receive.
- To select multiple industries hold down the **Ctrl** key on your keyboard. .
- Some internship listings are **expired**. Expired listings are intentionally retained so that students can identify companies that are relevant to their field of interest. Many of these organizations simply have not yet sent updated internship opportunities to LACN, yet still offer undergraduate internships. Therefore, consider these expired postings, review the company’s Web site, send your resume and cover letter, or email the organization to inquire about the most up-to-date internship opportunities.