

Finding An Internship

Top Student Identified Internship Resources

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. Be sure to search for employer name: CWS Confidential when searching for jobs and internships. These are internships referred to us by alumnae and employers.

<https://www.myinterfase.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. 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".

4. In **MyCWS**, under the **Resource Library**, in the folder Internship Resources there is an excel spreadsheet of **Past Internship Opportunities funded by the CWS**.

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!

Simply Hired: <http://www.simplyhired.com> (use filters on the left side)

Indeed.com: <http://www.indeed.com> (use filters on the left side)

Excellent Web Sites:

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

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>

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Excellent Web Sites (continued):

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.

Environmental Career Opportunities:
http://www.ecojobs.com/login_subs.php

Vault Guide Access: **See Information Resources Tab in MyCWS for a direct link to Vault. 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/jobs/jobs.htm>
You must select login at the top right, and then job seeker login.

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CWS/Wellesley College Internship Resources:

CWS Identified Internship Tagged Database: <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/stuprogram.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>

Wellesley College Pre-Law Internship Book

Access Wellesley Only web page via **MyCWS** for the pdf version of this resource.

WELLESLEY FIRSTCLASS CONFERENCES

Departmental FirstClass Conferences, for example CSMajors and Media Arts and Sciences.

Resource Library in MyCWS for Science, NFP/PS and Community Service Newsletters

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

Finding An Internship

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:

Self-Assessment Online Workshop:

<http://www.wellesley.edu/CWS/self-assessmentworkshop.html>

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. Offered via workshops each semester.

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:

CWS Summer Stipend Program

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

Summer Research Program

<http://www.wellesley.edu/ScienceCenter/Students/students.html>

Summer Social Science Research Program

<http://www.wellesley.edu/DeanCollege/studgrant/sumsocscireu.html>

CWS Identified Internships – Lumpkin

<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 Online Workshop: <http://www.wellesley.edu/CWS/resumeworkshop.html>

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

Cover Letter Online Workshop:

<http://www.wellesley.edu/CWS/coverletterworkshop.html>

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

Interview Online Workshop:

<http://www.wellesley.edu/CWS/interviewworkshop.html>

Job Search Online Workshop:

<http://www.wellesley.edu/CWS/jobsearchworkshop.html>

Effective Networking Online Workshop:

<http://www.wellesley.edu/CWS/effectivenetworkingworkshop.html>

Making the Most of Your Internship

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

Click Here to link to the CWS Calendar of Events on MyCWS:

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