

JOB & INTERNSHIP SEARCH

Internship Search

Beginning an internship search can feel a bit overwhelming, especially if you're still uncertain about which career fields interest you. That's ok! Take some time to reflect on what interests you and what you value.



Schedule a meeting with your Career Advisor at Miami's Center for Career Exploration & Success to make sure your application materials (resume, cover letter, etc.) are in good shape.

Handshake's database of jobs and internships is a great place to start. In addition, career fairs, employer information sessions, and career programs at Miami can give you opportunities to make connections with employers and discover internship opportunities.



Consider your search criteria

- Keywords
- Paid or unpaid internships
- Full-time vs Part-time internships
- Location (in-person or remote)
- Semester of internship
- Industries
- Job Function
- Accepts CPT/OPT

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Never miss a due date. Save your favorite opportunities and come back to them later.

This process has many moving parts, so **using a tool to track your internship search** can really help!



Now you're ready to apply to an internship! Most applications **require a resume and cover letter** and with both of these you are communicating to the employer your specific interest in the opportunity and how you will add value to their organization.

Research Each Company! Recruiters want to see that you've done your homework on their organization and the internship. Use what you find to enhance your application materials.

Rinse, Wash & Repeat. You will likely have to **apply for many opportunities** to boost the number of interviews you'll be offered.

Your next step is to prepare for an interview.

Finally, you may have more than one internship offer and need help navigating that and how to respond to the recruiters. Be sure to contact your Career Advisor if you need assistance with a situation like this.

Like most things in life, the internship search is a process and the more time and energy you invest, the better the outcome!