



Internship Tips from ZF Students, Alumni & Friends

Internships can serve many purposes. Not only can you consider these a good way to learn and build new skills, make connections, and build career confidence, but you can also earn some extra money. Internships are a great way to try out a new job and to learn about on-the-job expectations without as much pressure. Interns are expected to learn from their mistakes, which, in turn, helps you develop your effective adult skills.

We encourage ZF students to look for internships during their summers, breaks, and/or, if time allows, during the school year. Here are several internship tips from our current students, alumni and ZF friends:

- Start early! If you are looking for a Fall internship, begin the prior Spring. For a summer internship, begin the prior Fall.
- Attend the on-campus career fairs.
- Utilize college provided websites to find potential interning partners of the college.
- Colleges may provide offices or counselors to assist in internship placements. Seek out this office on your campus. The office may be called the Office of Experiential Learning or Career Connections.
- Professors can be very helpful, particularly if you have a niche major. Make the contact and ask for recommendations!
- Reach out and seek advice from your college adviser. Be open to their coaching.
- Use alumni, friends, relatives, or friends of friends, to network for internship opportunities or contacts. Ask for recommendations and/or introductions.
- Apply to as many places as possible and make sense of your goals.
- Be open to different opportunities that you hadn't thought about.
- Keep an open mind as you interview. An opportunity may be different than you expected, but still be good.
- Do your research on who you are connected with. Also, think about who you could connect with for opportunities. Use Facebook, Instagram, LinkedIn, etc to look for followers and contacts. Often a contact may have other connections that could be helpful. It is very much who knows who. So, do a lot of detective work.
- Have a [strong resume](#) and use college office resources to help hone it.
- When you interview, get the names of all the people you meet, not just the interviewer and be sure to send each a personal thank you note. Email is now typical for the thank you note. Even thank the administrator who got you coffee.