

Internship Tips from the ZF Team, Alumni & Friends

Internships can serve many purposes. Not only can you consider these a good way to earn some extra money, but also to learn new skills, make connections and build confidence. Internships also are a great way to try a new job and learn what is expected without as much pressure. Interns are expected to learn from their mistakes, so it is a positive environment to grow as effective adults.

ZF students are encouraged to look for internships either during their summers, after college or, if time allows, during the school year. Here are several tips:

- Start early! If you are looking for a Fall internship, begin the prior Spring. For a summer internship, begin the prior Fall.
- Utilize college provided website to find potential interning partners of the college. Colleges sometimes provide offices or counselors to assist in internship placements. The office may be called the Office of Experiential Learning.
- Attend any offered career fairs.
- Professors can be very helpful, particularly if you have a niche major.
- Talk to and be open to coaching from your college adviser. If you have alumni friends or relatives, or friends of friends, and use them to network for internship opportunities or contacts.
- Apply to as many places as possible and make sense to your goals. But, be open to different opportunities that you hadn't thought about. Keep an open mind as you interview. as the opportunity may be different than your expectation, but still be good.
- Do your research on who you are connected with and who you could connect with. Use Facebook, Instagram, Linked In, etc to look for followers and contacts. It is very much who knows who. So do a lot of detective work.
- Have a good strong resume and use college office resources to help hone it.
- Attach a personalized cover letter (now typically done in an email with resume as an attachment).
- 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.
- Post internship, send a final thank you to each internship to keep relationships.