

HOW TO FIND AN INTERNSHIP

STEP ONE

Have a current resume available
or at least a rough draft ready to be polished.

STEP TWO

Decide where you want to live and in what kind of work
you wish to be employed.

STEP THREE

Once you have taken the first two steps, then the search for an internship
begins in earnest, using one, several or all of these resources.

Pursue whichever of these seems most promising.

If you are not successful in finding one, move on to the following options.

REFERRAL BY CURRENT EMPLOYEE, FAMILY MEMBERS, FRIENDS, OR MENTORS

- Friends and former classmates—if you have kept in touch with any of your friends and classmates who have left NOC, they are often willing to help you find a position through the contacts they have made since leaving. Just ask.
- Faculty—all members of the NOC faculty are willing to help you find an appropriate internship. Start by contacting the faculty who teach in the topic areas where you want to do your internship. For example, faculty members teaching accounting will best be able to help you find an internship in accounting.
- Internship lists—the Dean of Academic Services maintains a list of internship locations for a wide variety of industry-related positions.
- Cold call contacts—if you have the opportunity to spend some time in the market where you want to relocate, you may want to simply pick up the telephone to contact a business, association or organization in which you have an interest to ask if any internships are available.
- Internet—Internet listings of many companies have an employment button under which internship information may also be displayed.