

# My Internship Search

This worksheet will guide you to key resources as you start your internship search. Use a variety of resources to get a strong sense of not only posted positions, but also strategies to create or develop opportunities that are not formally posted. The resources referenced are available on the CEL website.



<b>Name:</b>	<b>Year:</b>	
<b>Start date of search:</b>	<b>It is my goal to find a position by:</b>	
<b>STEP 1: View Video Workshop(s)</b>		
<i>You'll get to know areas within your field of interest, learn field-specific search strategies, and gather tips and advice to develop effective application materials for your area of interest.</i>		
Name of Video Workshop(s):		
Notes:		
<b>STEP 2: Review Internship Directories</b>		
<i>You'll see where past St. Olaf students have completed internships both locally and throughout the nation/world.</i>		
Notes:		
<b>STEP 3: Peruse the Online Alumni Directory</b>		
<i>Use this resource not only to get a sense of the various job titles that exist within your field of interest, but also to make connections and find sources for informational interviews.</i>		
<b>List potential contacts here:</b>		
Name:	Title:	Company:
Contact Info:		
Name:	Title:	Company:
Contact Info:		
Name:	Title:	Company:
Contact Info:		
<b>STEP 4: Peruse the Websites of Professional Associations</b>		
<i>Use Weddles.com or other Associations Directories to gain more background about your field of interest, review current trends and news related to your field, see internship postings, get targeted search advice, and make connections with professionals in the field.</i>		
Notes:		

St. Olaf College – Center for Experiential Learning

**Career Connections      Internships      Civic Engagement      Entrepreneurship**  
 Phone: (507) 786-3268      Fax: (507) 786-3626      [www.stolaf.edu/services/cel](http://www.stolaf.edu/services/cel)

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## STEP 5: Research Opportunities Using Internship Search Links

*Go to the CEL website and click on Job/Internship Search Resources. You'll find internship search engines, OleRecruiting, and employers' websites. A Peer Advisor can orient you to key sites based on your areas of interest.*

Notes:

## STEP 6: Take Advantage of Campus-Sponsored and Related Events

*Talk with a Peer Advisor or check out CEL calendar online to learn more about On-Campus Recruiting, Career Panels, and Career Fairs.*

Organizations to target who are coming to campus:

Events and Workshops to attend:

## STEP 7: Take Initiative to Guarantee Success!

- Sign up for the CEL's email alias, cel\_yourself@stolaf.edu (on the CEL website).
- Mine family, friends, faculty, staff, past co-workers, etc. for information about careers and opportunities.
- Create a job shadowing opportunity that will expose you to the field.
- Submit your profile with local staffing agencies (*e.g. for the Twin Cities area try GradStaff or farenheight360*).
- Use local resources like Chamber of Commerce listings, Yellow Pages, other colleges' career center websites, and alumni connections in the geographic location that interests you.

## FINAL THOUGHTS

CEL Peer Advisors and staff members are here to help you hone your search skills. Our seasoned staff can offer tips and resources for networking, informational interviewing, application materials, and troubleshooting issues that arise. Stop by the CEL with your questions and, if necessary, make an appointment with a staff member.

*We look forward to supporting you throughout your search process!*

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