

Career Services offers assistance with all aspects of finding an internship. Contact the office on your campus.

Downtown Phoenix

411 N. Central Ave.
Suite 110
602.496.1213
Fax: 602.496.1299
dpccareerservices@asu.edu

Polytechnic

Student Affairs Quad #4
480.727.1411
Fax: 480.727.1904
careerpreparation@asu.edu

Tempe

Student Services Building
Room 329
480.965.2350
Fax: 480.965.2120
careerservices@asu.edu

West

University Center Building
Room 220
602.543.8124
Fax: 602.543.8070
westcareer@asu.edu

University Partners in Career Advising

W. P. Carey School of Business Career Center

www.wpcarey.asu.edu/undergraduate/career/career-center.cfm

W. P. Carey School of Business Graduate Career Management Center

www.wpcarey.asu.edu/mba/career/index.cfm

Career Services Office for the Walter Cronkite

School of Journalism and Mass Communication

www.cronkite.asu.edu/experience/internships.php

Ira A. Fulton School of Engineering Career Center

www.fulton.asu.edu/fulton/internships/eng_intern_program.php

www.asu.edu/career



Internship Resources Guide

Internship experience in a professional work environment will provide you with added confidence and a competitive advantage over college graduates who lack such experience.

Finding an internship may take one day or several months, with the average search lasting four to eight weeks. Using ASU Career Services and the resources and tips provided in this guide can help expedite your internship search.

Connect with People

ASU staff and faculty members can help you find an internship by providing you with great advice and connections with employers.

If you're seeking an internship that's directly related to your major, connect with your academic department's internship coordinator, academic success specialists and faculty.

Career Services advisors are available on all four ASU campuses to assist you with strategies for finding an internship and to help you develop effective cover letters, resumes and interviewing skills.

Network

The majority of internships are never posted online; they are filled by word-of-mouth. Connect with everyone you know through every way you can, letting them know the type of internship that interests you. Don't discount anyone – you never know whose sister, cousin or neighbor might work for an organization of interest. Include those you know through Facebook, professional associations, student clubs and religious affiliations. Connect with ASU alumni through faculty members or www.linkedin.com.

Identify, Research, and Directly Contact Employers of Interest

Search www.yellowpages.com by category of interest to identify potential internship employers (i.e., laboratories, law firms, publishers).

Expand your thinking about types of employers to intern with by referring to the employers section of What Can I do with a Major in ... (www.asu.edu/career/Students/ChoosingAMajor/whatcanIdowith) or pick up a copy at Career Services.

Search employer Web sites for intern positions by visiting their Human Resources, Employment or Careers links.

Research and contact employers directly. Let them know you are seeking advice on how to set up a specific internship.

Strategically use Job and Internship Search Engines

Search Web sites based on keywords such as marketing intern, public policy intern, youth intern, nonprofit intern, public relations intern, etc. The key is to include the word “intern” in your search. Good search engines include www.indeed.com, www.simplyhired.com and www.jobster.com.

ASU General Internship Resources

www.asu.edu/career ASU Career Services Web site provides access to some of the most effective means of obtaining an internship including:

Sun Devil CareerLink (SDCL) features more than 4,000 internships posted annually.

Calendar of Events highlights more than 40 annual events on all four ASU campuses to connect students with employers. You can see a list of organizations participating in the events through SDCL.

On-Campus Recruiting at ASU offers convenient opportunities to interview with employers without leaving campus. You can see a list of organizations recruiting on campus through SDCL.

Sun Devil Entrepreneurship Network connects students with internships in start-up companies. entrepreneurship.asu.edu/students

ASU Student Clubs includes student organizations with a professional focus. www.asu.edu/clubs

Nonprofit Internship Resources

ASU Community Service Program connects students with opportunities to intern with Phoenix area nonprofits.

www.asu.edu/mu/community/internships.htm

Idealist lists national and international nonprofit internships.

www.idealist.org/if/as/Internship

Yellowpages.com lists organizations under the Social Service and Human Services categories. Contact a Volunteer Coordinator to set up an internship.

www.yellowpages.com

Government Internship Resources

ASU Capital Scholars Program facilitates internships in public policy making in Washington, D.C. www.asu.edu/clas/polisci/undergraduate/capital-scholars

ASU Washington Center Program facilitates internships in Washington, D.C. and abroad. www.twc.asu.edu

Arizona Legislative Internships offers internships to students interested in assisting Arizona’s elected officials. www.azleg.gov/internshipintro.htm

The Federal Government lists opportunities with its many federal agencies. www.studentjobs.gov

In addition to these Web sites, try developing leads from individual city, county and state government Web sites.

Remember, people hire people!

International Internship Resources

Use caution when seeking an international internship because there can be high fees associated with securing the positions. We have identified a few of the more reputable organizations.

ASU Center for Global Education Services provides resources for international internships and studies. www.ovpge.asu.edu

EUSA offers a fee-based internship program that is affiliated with the ASU Center for Global Education Services. www.eusa-edu.com

The Washington Center offers a fee-based London internship program. www.twc.edu/students/london.shtml

International Studies Abroad is a fee-based international study abroad and internship organization. www.studiesabroad.com/programs/document/elap

Macquarie University offers a fee-based program for students interested in internships in Australia. www.international.mq.edu.au/enhance/internships

Internship Resources Targeting Specific Populations

American Association of Advertising Agencies and Multicultural Advertising Intern Program offers internships targeting African American, Asian American, Hispanic American and Native American students interested in an advertising career. www.aaaa.org/diversity

American Association of People with Disabilities offers students with disabilities opportunities in a variety of internships near Washington, D.C. www.aapd.com

AT&T Internships and Fellowships offers female and minority students internship opportunities in technology research. www.research.att.com/internships

Emerging Leaders places students with disabilities in summer internships. www.emerging-leaders.com

Hispanic Association of Colleges & Universities National Internship Program serves Hispanic American students interested in corporate or federal internships. www.hnnp.net/intern

HireDiversity.com is the leading online service for diversity recruitment. Include “intern” in your keyword searches. www.hirediversity.com

IBM Research Internship offers opportunities to African American, Hispanic American and Native American students interested in science and engineering. www.almaden.ibm.com/almaden/diversity

INROADS Minority Internship Program offers internship opportunities to African American, Hispanic American and Native American students. www.inroads.org/interns/internWhatItTakes.jsp

National Directory of Internships for Latino Youth offers internships to Latino/a undergraduate and graduate students. www.chci.org/chciyouth/resources/directory.htm

Sponsors for Educational Opportunity offers premier summer internships for talented students of color. www.seo-usa.org/career

Think Beyond the Internet

Unless you are interested in a career field that is in high demand by employers, it is highly unlikely that you will be able to obtain an internship just by posting your resume on a Web site.