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

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

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

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

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.
Phoenix area nonprofits.

If you are seeking an internship, consider using some effective means of obtaining an internship including:

- **Government Web sites.**
  - **www.studentjobs.gov**
  - **Arizona Legislative Internships**
  - **ASU Washington Center Program**
  - **ASU Capital Scholars Program**
  - **Arizona Legislative Internships**

- **Web sites such as**
  - **ASU Student Clubs**
  - **Sun Devil Entrepreneurship Network**

- **Using search engines**
  - **www.asu.edu/career**
  - **Sun Devil CareerLink (SDCL)**
  - **Calendar of Events**
  - **On-Campus Recruiting**
  - **Sun Devil Entrepreneurship Network**

Online search engines and directories are also available

- **Job and Internship Search Engines**
  - **www.simplyhired.com**
  - **www.indeed.com**
  - **www.ideal.org**

- **Web sites associated with securing the positions.**
  - **Listed are reputable organizations.**
  - **Use caution when seeking an international internship because there can be high fees associated with securing the positions.**

- **International Internship Resources**
  - **ASU Center for Global Education Services**
  - **EUSA**
  - **The Washington Center**
  - **ASU Washington Center Program**

- **Internship Resources Targeting Specific Populations**
  - **American Association of Advertising Agencies and Multicultural Advertising Intern Program**
  - **AT&T Internships and Fellowships**
  - **American Association of People with Disabilities**
  - **IBM Research Internship**
  - **INROADS Minority Internship Program**
  - **National Directory of Internships for Latino Youth**
  - **Sponsors for Educational Opportunity**

- **Think Beyond the Internet**
  - **Remember, people hire people!**

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.