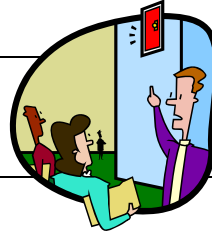


ASU Career Services:



www.asu.edu/studentaffairs/career/

965-2350

careerservices@asu.edu

Walk in advising: Student Services Rm 329

Career Services Vision We are recognized as an exceptional resource for career expertise and totally integrated, universally accessible services.

Career Services Mission We will provide outstanding, timely, outcome-driven programs, services and information in the areas of career development, recruiting and workplace trends for ASU students, alumni, faculty and staff; employers, community members, and the career-professional community.

Common Career Services Event:

[Career Fiesta](#)

Description: This 4-day career fair gives students the opportunity to meet with...

Cost: Free to Students and Alumni

Location: Tempe campus, Arizona & Ventana Ballrooms 2nd Floor, Memorial Union

Contact: [Career Services](#)

Provided by ASU Career Services

Strategies for Locating the Appropriate Internship or Co-op

1. For internships and co-op positions, you are encouraged to register on-line through Sun Devil CareerLink here. Registration will include your resume in our database and a national database on the Internet. You will be able to receive information on internships, co-ops and career positions via email. Once you have registered with Career Services, make an individual appointment with a Career Services advisor to discuss your interest and strategies for locating an internship/co-op experience.
2. Begin planning your internship/co-op experience 3-4 months before the semester you want to start the work experience. It is imperative that you not wait until the last minute! Monitor the application process, since many departments on campus require students to apply prior to the semester of the internship. Early planning and methodically following up on contacts may increase your chances of securing a great internship or co-op experience.
3. Identify and research organizations where you may have an interest in applying. See what information you can glean from the websites of companies and organizations where you might like to intern/work. The more you know about an organization, the more effectively you can describe your skills and abilities and how they can provide value to the employer.
4. Access our website here for employers who are interviewing on campus for: internship/co-op positions, as well as job listings from local and national employers.
5. Contact your academic department for information on internship/co-op procedures, and verify departmental requirements for arranging class credit and/or transcript notation.
6. If you are unable to find an internship that meets your needs, then consider creating your own career-related experience. Develop a detailed proposal that specifically outlines what you want to do, how you will do it, what you hope to learn from the experience, how you will add value to the organization, and why you are an outstanding candidate for the internship/co-op.
7. Take full advantage of workshops offered by Career Services on interviewing; resume writing, and job search strategies. A superior and professional presentation will increase your chances of being invited for a selection interview.
8. Network - use every resource available to you, including family, friends, alumni, professors, and members of professional organizations. The best internships are those workplace learning opportunities that give you exposure to the industry and skills and organizational culture that will help facilitate your personal and professional development.