Internship/Job Search Quick Tips

Search Overview

Specific Job Boards
- Smaller, more targeted audience.
- Less frequent postings, but more relevant.
- Look for location specific sites—AndrewHudsonsJobsList.com or TheDenverEgotist.com.
- Find more industry specific sites at the Career Planning Guides on the Colorado.edu/career site.
- Check out the Career Buffs database for specific job postings.

General Job Boards
- Monster.com and CareerBuilder.com reach a wide audience, but they can receive thousands of applications.
- Aggregate sites—Indeed.com or Internships.com can be more useful tools.
- Set up automatic alerts to help search through the postings.

Company Websites
- Research employers and use their websites to learn about opportunities.
- Look for sections titled, "careers" "work for us" or "jobs."
- Start with resources such as WetFeet available through the Colorado.edu/career site and GlassDoor.

Professional Associations
- These are groups of like-minded professionals in one field or industry.
- Professional associations are great for industry information, networking, and jobs postings. Weddles.com/Associations is a great place to start.

Networking & Informational Interviews
- Approximately 50% of jobs are found through networking.
- Join groups, websites and get active to expand your network.
- Check out networking resources and how to Prepare for an Internship/Job Search.

Go Global
- Find opportunities for working, teaching, and volunteering abroad.
- Visit Go Global and other work international resources for more information.

Social Media
LinkedIn, Twitter, and Facebook can all be used to enhance your network and find opportunities.
- Learn more about how to leverage social media on the Colorado.edu/career site.

Career Fairs & Employer Information Sessions
- Career Services hosts Career and Internship Fairs every year connecting employers with CU Boulder talent.
- Employers from many different industries including government, nonprofit, local, startups, and worldwide operations.

Get Organized
- Organize your search to help you remember what you’ve applied for and who you’ve spoken with.
- JibberJobber.com, Huntsy.com, notebooks, journals or an Excel charts are great tools to help you remember the jobs you apply for and the contacts you make.
**Internships**

An internship is a hands-on, career-related experience that adds to classroom experience to enhance your education. Internships clarify career goals help you and gain experience in a profession. Many students do an internship in conjunction with their coursework, typically 5-20 hours per week during the academic year and/or 40 hours per week in the summer. Students work in internships to gain experience necessary to compete for a full-time position. Internships help get a foot in the door, especially in a tight job market.

A internship should:
- Offer predominantly pre-professional tasks (less than 50 percent clerical work).
- Mirror the professional activities of the internship supervisors.
- Offer quality training and on-going supervision.
- Offer extra opportunities (i.e. be included in staff meetings, invited to seminars, offered the opportunity to travel off-site to clients, etc.).
- Be committed to mentoring, including career advice and constructive feedback.

*Internships may be paid or unpaid, and may or may not include academic credit*

**Frequent Questions About Internships:**

**When to start looking**— Most students begin searching for internships their junior year to gain more experience in the industry. However, it is never to early to start looking! Meet with a career counselor if you have questions.

**Worker’s Compensation coverage**— To receive worker’s comp through the University for an unpaid internship, sign up for credit or fill out an Internship Learning Plan with Career Services. The Internship Learning Plan (ILP) is a document that must be signed by the student, their supervisor, and Career Services.

**Receiving Academic Credit**— It depends on your academic major. Explore the Departmental Internships for Academic Credit page on the Colorado.edu/career site. Ask your advisor what the requirements are to do an internship for credit. You can enroll in the Career Services internship class, CSVC 1000. The Internship Course enables a full-time CU Boulder student to take part in an internship when the employer requires credit. This course carries one (1) semester hour of credit with a grade of pass/fail and does not, under any circumstances, count toward degree requirements but can affect your GPA. It does count for hours toward full-time status, financial aid eligibility, etc., as do other credit-bearing courses of this nature.

Make an appointment with the Internship Development Specialist by calling 303-492-3707 or e-mailing dylan.mark@colorado.edu to learn more about this option.