

## **Steps to Finding an Internship: Resources for HCC Students**

**Resume:** Prepare your resume and be sure to include your skills and relevant courses which qualify you for an internship. Include your GPA if it is greater than 3.0. Include Work Experience, Class Projects, Honors, Campus Activities and Community Service.

### ***Handshake: Create Profile, Upload Resume, and Apply to Internships***

Create your profile on *Handshake* ([www.howardcc.edu/handshake](http://www.howardcc.edu/handshake)), our online job/internship platform, and upload your resume. View available internship listings on *Handshake* and apply directly to positions that interest to you. You can also attend virtual recruiting events through Handshake.

**Cover Letter:** You may need to develop a cover letter to apply to specific internship positions. A cover letter is a letter of introduction in which you sell your qualifications. Be sure to address the employer's particular requirements which you possess in the body of the letter.

**Other Websites:** Visit other websites for internship listings, such as [indeed.com](http://indeed.com), [internships.com](http://internships.com), and [usajobs.gov](http://usajobs.gov). Search on your specific job target (example, "marketing internship" or "public relations internship") and desired location.

**Baltimore Business Journal Book of Lists:** Use this resource (available in the Career Resource Library of RCF 302) to see what the top 25 companies are for your particular industry. Visit the websites included under the company/organization name so that you can see if any internships are currently listed.

**LinkedIn Profile:** Create your LinkedIn profile online. Many internships are listed on LinkedIn, and employers will also conduct searches for candidates.

**Job Fairs:** Attend local job fairs and speak with recruiters directly. Practice your "elevator pitch" or self-introduction. Dress professionally for job fairs and bring copies of your resume. HCC hosts a large job fair/internship fair each fall and spring semester.

**Interviewing:** Practice interviewing skills. Prepare for commonly asked questions, such as "Tell me about yourself," "What are your strengths?," and "Why do you want to work here?" Schedule a **mock interview** with a Career Services staff member.

**Thank You Emails:** Send a thank you email to your interviewers within 24-48 hours.

**Internship Placement: Share your good news!** Please let us know when you accept an internship position. Contact Amy Crawford, Assistant Director, Internships and Cooperative Education ([acrawford@howardcc.edu](mailto:acrawford@howardcc.edu); 443-518-4009) and let her know your internship position, employer, and location.

**Option for Academic Credit:** If you are interested in doing an internship for credit, known as a "co-op," let Amy Crawford know so she can make the proper arrangements. She will appoint a faculty advisor to oversee the internship. You will enroll in the co-op seminar class, which has class assignments related to professional development topics. Your worksite supervisor will also complete an evaluation form which contributes to your final grade.