

# CDS

Career Development Services

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<http://www.hunter.cuny.edu/student-services/cds>

## INTERNSHIP GUIDE



A KEY TO YOUR CAREER



HUNTER COLLEGE ■ OFFICE OF STUDENT SERVICES

**INTERNSHIPS** are field work experiences which provide you with the opportunity to:

- 1) Explore a career field of interest
- 2) Gain career related experience
- 3) Develop and/or improve marketable skills that will make you more competitive in the job market
- 4) Choose a major and select courses that will support career goals
- 5) Polish job preparation skills including résumé writing and interviewing
- 6) Network with potential employment contacts
- 7) Obtain references from professionals in your intended field
- 8) Earn academic credit or stipends for contributing to the work of the organization

## **ELIGIBILITY**

Internship programs are available to undergraduate and graduate level students. Participating in internships early in your academic career will give you the option of doing multiple internships prior to graduation.

## **INTERNSHIP SETTINGS**

Projects are available to students in corporations, government agencies (city, state, federal), laboratories, museums, media networks, health facilities, galleries, community agencies, law firms, non-profit organizations etc. Most programs are located in the five boroughs of New York City. Certain programs offer nationwide opportunities.

## **TIME REQUIREMENTS**

- All internships require a minimum of a one semester commitment
- Part time and full time opportunities are available
- Part time hours range from 8-20 hours per week (Fall, Spring, Summer semesters)
- Full time summer hours range from 30-35 hours per week (Summer only)
- The number of hours per week in which you participate in an internship is determined by academic department guidelines as well as the requirements of the sponsoring organization.

## ACADEMIC CREDIT

- The decision to grant academic credit for participating in an internship is determined by the appropriate academic department, usually in one's major or minor area of academic concentration.
- Students are strongly encouraged to apply for internships and speak with professors concerning academic credit the semester BEFORE their planned participation in an internship project. For Summer internships, students should start the application process November/December preceding the summer of participation.
- Students can earn academic credit by registering for internship, field work or independent study courses. Academic departments designate the number of credits to be granted as well as course requirements to be met including number of hours per week, meetings, papers/assignments to be done in conjunction with the internship project and evaluations to be completed by the internship site supervisor.
- Students must be registered for their internship for the semester of participation in the program. The deadline for registration for academic credit is the last day of change of program registration for that semester.

## STIPENDS

Stipends (monetary compensation) are offered by some organizations on a weekly or hourly basis for participating in an internship. Some programs offer compensation in the form of transportation and/or lunch expenses.

## APPLICATION DEADLINES

Many internships have specific deadlines for application which can vary considerably. **EARLY APPLICATION** is recommended.

**Fall Semester:** Begin application procedures in JUNE

**Spring Semester:** Begin application procedures in OCTOBER

**Summer Semester:** Begin application procedures in NOVEMBER

## INTERNATIONAL STUDENTS

Students who are FI – (Student Visa) status must inform the International Student Office (Room 1109 Hunter East) of plans to engage in an internship in order that the appropriate paperwork be processed.

See <http://www.hunter.cuny.edu/student-services/is/> for more detailed information.

## **INTERNSHIP MEETINGS, INFORMATION SESSIONS & PANELS**

Internship orientation meetings are scheduled during the academic year to provide an overview of the internship program and to prepare students for the application process. In addition representatives from organizations speak on campus about their internship programs. Panel presentations also provide a way for previous interns to discuss their experiences and provide students with advice on how to maximize their opportunities. Check the Career Development Services website, the **CAREERHUNTER** online system and the college's "Hunter Gatherer" for dates and times for these programs.

Additional meetings and workshops can be customized for classes and student clubs on internships relevant to their interests. Contact the Internship Coordinator at 212-772 4832 for scheduling.

## **APPLICATION PROCEDURES**

- Start the application process by scheduling an appointment with the Internship Coordinator.
- Prior to the appointment, develop a résumé and cover letter (see samples on pages 8-11). CDS wants to ensure that you market yourself effectively as these documents will determine whether you are invited for an interview.
- After review and approval of your résumé and cover letter, submit these documents to **CAREERHUNTER**, the Career Development Services online job and internship search system.
- Search for internship opportunities on the **CAREERHUNTER** database as well as on organization websites and through additional internship resources.
- Send résumés, cover letters and other documentation that may be requested including applications, transcripts, writing samples and references to programs of interest.
- Organization representatives review résumés and related documentation and contact those students whom they believe meet their academic or experiential qualifications for the internship project.
- Students are interviewed for internship projects by internship sponsors who determine who is to be accepted for a particular internship project with their organization.
- After the interview it is suggested that a short "thank you" note be sent to express appreciation for the time made available for the interview and your continued interest in being considered for the opportunity.
- Upon receiving an internship offer that you plan to accept, apply for academic credit approval from the faculty adviser and register for the designated course before registration deadlines for that semester.

## **WHAT DOES AN INTERNSHIP SPONSOR LOOK FOR IN AN APPLICANT?**

Students are often concerned that they will not be accepted for an internship project because they lack experience. Although having related experience is always a plus, one main purpose of an internship is to obtain experience. Thus many other factors are likely to be considered including:

- Interest in the field/future career goals
- Related course work
- Skills which can be applied to the particular project
- Level of motivation and potential to fulfill the responsibilities of the project
- Potential to adapt to the organization's work environment
- Ability to work effectively with staff
- Time schedule for the semester (hours and days available for the internship)

## **FACTORS TO BE CONSIDERED BEFORE MAKING A COMMITMENT TO AN INTERNSHIP**

It is important to determine your interests, skills, and career goals when choosing an internship. Doing "any" internship just to get "some experience" is not particularly helpful – something is just something and will be considered as such. Doing an internship which is related to what one wishes to do professionally is the most helpful. When deciding upon an internship, students may wish to consider the following:

- Specific project responsibilities
- What will be learned in relation to achieving career goals
- Supervision and training provided
- New skills that will be learned
- Coordination of one's schedule to include course work and the internship
- Internship location in relation to Hunter College or home
- Time spent commuting to and from the internship site
- Academic schedule and/or work hours
- Additional academic requirements such as papers to be completed and written evaluations needed from supervisors to fulfill credit requirements for the internship

## CAREER FIELDS

Internship opportunities are available in diversified career areas including:

|                          |                           |
|--------------------------|---------------------------|
| Accounting               | Legislative Research      |
| Actuarial                | Mapping                   |
| Advertising              | Marketing                 |
| Anthropology             | Multimedia                |
| Art                      | Museum Operations         |
| Arts Administration      | Music                     |
| Computer Graphics        | Non-profit administration |
| Computer Programming     | Photography               |
| Constituent Services     | Policy Analysis           |
| Counseling               | Psychology Research       |
| Cultural Affairs         | Public Affairs            |
| Dance                    | Public Relations          |
| Economic Development     | Radio                     |
| Editorial                | Real Estate               |
| Entertainment Casting    | Recreation                |
| Environmental Protection | Rehabilitation            |
| Film                     | Securities                |
| Finance                  | Social Research           |
| Gerontology              | Social Services           |
| Health Administration    | Special Events Planning   |
| Health Education         | Sports                    |
| Historical Preservation  | Statistical Analysis      |
| Human Resources          | Systems Analysis          |
| Import/Export            | Television Production     |
| International Affairs    | Transportation            |
| Journalism               | Urban Planning            |
| Laboratory Research      | Video Production          |
| Legal Affairs            | Women's Issues            |

## SAMPLE INTERNSHIP PROGRAM SITES

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| A& E                                 | Museum of Modern Art                |
| American Ballet Theatre              | NBC Universal                       |
| American Museum of Natural History   | NYC Councilmembers                  |
| American Red Cross                   | NYC Department of Health            |
| Americorps                           | NYC Department Parks & Recreation   |
| Association to Benefit Children      | NYC Department of City Planning NYC |
| Atlantic Records                     | Economic Development Corp.          |
| Axa Advisors                         | NYC Global Partners                 |
| BBC                                  | NYC Department of Law               |
| Better Business Bureau               | NYC Office of Emergency Management  |
| Bloomberg                            | New Victory Theatre                 |
| CBS News                             | New York Historical Society         |
| Checkerboard Film Foundation         | New York Presbyterian Hospital      |
| Christie's                           | NYPIRG                              |
| Clinton Foundation                   | NYU Child Study Center              |
| COACH                                | Opal Financial Group                |
| CUNY IT Specialists                  | Penguin Random House                |
| Discovery Communications             | RUSK Institute                      |
| Dow Jones Newspaper Fund             | Safe Horizons                       |
| FEGS                                 | Sesame Workshop                     |
| Feminist Press                       | Simon & Schuster                    |
| Food Bank of New York                | SONY Music Entertainment            |
| Foreign Policy Association           | Sumitomo Mitsui Trust Bank          |
| Fox 5/WNYW                           | The Asia Society                    |
| Guggenheim Museum                    | The Conference Board                |
| HACU                                 | The DOOR                            |
| HarperCollins                        | The Food Network                    |
| Hospital for Special Surgery         | Theatre Development Fund            |
| Human Rights Watch                   | Time Out New York                   |
| JBFCS                                | Treasury Partners                   |
| Lacoste                              | UBS Financial                       |
| Los Niños Services                   | Universal Music Group               |
| Legal Aid Society                    | US Fund for UNICEF                  |
| Manhattan Borough President's Office | Vera Wang                           |
| Marvel Entertainment                 | Viacom                              |
| Massey Knakal Reality Services       | WABC- TV                            |
| Medicare Rights Center               | Wenner Media                        |
| Mount Sinai Medical Center           | Young Adult Institute               |
|                                      | Yes Network                         |

## RÉSUMÉS

Most organizations do their initial screening of applicants by reviewing résumés. Résumés submitted for internships are similar to those used to apply for jobs but there are modifications. Since most students applying for internship projects do not have related work experience, there is an additional emphasis placed on related educational background and skills. However, it is important to include previous work experience, even if it is unrelated to the internship project. Organization representatives will want to see that you have a work history, have assumed responsibilities successfully and have stayed with prior positions for a reasonable period of time. Any kind of previous experience which is directly related to the internship project will improve the chances of acceptance.

### RÉSUMÉ TIPS

- Do keep your résumé to one page unless you have extensive relevant experience
- Do use a professional email address – remember your image reflects on theirs
- Do use a telephone number with a conservative voice mail message
- Do alert those who may answer your telephone that you are expecting calls from employers so the telephone is answered in a professional manner
- Do leave a one inch margin on the top, bottom and sides of the page
- Do categorize, bold or underline category headings
- Do single space the résumé
- Do double space between category headings
- Do line up the text of the résumé and keep placement of similar content consistent
- Do use action verbs to describe responsibilities
- Do quantify results of accomplishments where appropriate
- Do list prior jobs and internships in reverse chronological order
- Do check for spelling and grammatical errors on the résumé
- Do use bond paper when submitting hard copy résumés
- Do identify that you are sending a résumé in the subject line of emails
- Do keep a list of organizations, projects, dates, contact names and email addresses where you submitted your résumés
- Do seek out assistance from Career Development Services in preparing your résumé



## CHRONOLOGICAL RÉSUMÉ OUTLINE

- Name  
Address  
Telephone Number (most accessible)  
Email address (professional)
- OBJECTIVE:** (Example: Internship in financial services)  
Be specific to your field of interest
- EDUCATION:** College: Expected date of graduation or year status  
Major: Major Index: (if 3.0 or above)  
Minor: Cumulative G.P.A. (if 3.0 or above)
- RELATED COURSES:** List titles of relevant courses, not course numbers
- HONORS:** (Example: Dean's List)  
If there are no academic honors, eliminate this category
- SKILLS:** (Example: Fluency or proficiency in a language, accounting statistics, computer languages and software, research, writing, editing etc.)
- EXPERIENCE:**  
(dates – when to when) Job Title Organization  
(month/year) Briefly describe work responsibilities.  
Do not use subjects (I, me, etc.)
- Begin sentences with action verbs in the past tense for former positions and present tense for those you are participating in at present
- Information in this category can include full time and/or part time jobs, prior internships, volunteer work
- List experience in reverse chronological order – most recent position first, then the previous position to that. Usually 3 positions are sufficient.  
Add links to websites or examples of one's art work, articles, etc.
- ACTIVITIES:** List college clubs especially if you held a position.  
(dates) Community activities can also be included. A short description of your roles can be given here.
- REFERENCES:** Available upon request

## SAMPLE RÉSUMÉ

John Smith  
 441 Fort Washington Avenue  
 New York, New York 10033  
 (212)123-4567  
 (917)765-4321  
[address@myhunter.cuny.edu](mailto:address@myhunter.cuny.edu)

- OBJECTIVE:** Internship in social services
- EDUCATION:** Hunter College                      Junior year  
 Major: Psychology  
 Minor: Sociology                      GPA: 3.4
- RELATED COURSES:** Social Psychology                      Sociology of the Family  
 Child Psychology                      Abnormal Psychology  
 Personality Theory                      Interpersonal Behavior
- HONORS:** Dean's List                      Psi Chi
- SKILLS:** Fluent Spanish, Conversational French, Microsoft Word, Powerpoint, Excel, internet research
- EXPERIENCE:**
- 9/13 – Present                      Administrative Assistant                      New York Medical Clinic
- Prepare correspondence and medical insurance forms
  - Schedule appointments for five physicians
  - Answer telephone inquiries
  - Organize and file medical records
  - Handle office operations in absence of Manager
- 1/13-5/13                      Advertising Intern                      Career Magazine
- Assisted Account Executive with implementation of marketing campaign
  - Maintained and updated database
  - Participated in promotional events
  - Prepared media kits
- 6/12-12/12                      Private Tutor
- Tutored high school and college students in Spanish language skills on both an individual and group basis
- REFERENCES:** Available upon request

## COVER LETTER WRITING GUIDELINES

It is important to include a cover letter when sending your résumé in application for internships. The cover letter introduces you and your qualifications to the organization's representative and demonstrates that you have professional writing skills.

- 1) Use professional business letter format with a heading and salutation
- 2) Always address the letter to a specific person and include their professional title. Use the title in the salutation only if a name is unavailable.
- 3) Use the first paragraph to introduce yourself, how you became aware of the internship project and your reasons for applying
- 4) The second paragraph typically focuses on a discussion of your qualifications and skills as they relate to the internship project to which you are applying. Refer the reader to your attached résumé for additional information.
- 5) In the third paragraph, ask to be considered for an interview to discuss your qualifications in more detail and thank the representative for reviewing your résumé.
- 6) Include in your letter a telephone number where you can be reached during the day or an email address that you check frequently.
- 7) Keep the letter short, to the point and specific to the particular project and internship sponsor.

**SAMPLE COVER LETTER**

Date

Name of person sending letter to

Title of person

Organization

Full address of organization

Dear Mr. or Ms. \_\_\_\_\_: (Use title only if no name is available)

I am writing in application for the (Fall, Spring, Summer semester) internship project in (type of project: ex. financial services, public affairs, social services) as listed with the Career Development Services Office of Hunter College.

In the course of pursuing a degree in preparation for a career in (name your intended field), I am endeavoring to further develop my experience and skills. (Mention briefly any activities, courses, skills or experiences that you have had that are especially pertinent to the internship project and summarize what you feel you can bring to the project). My attached résumé will describe my academic and experiential background in more detail.

I believe that I can effectively utilize my background to make a valuable contribution to your program. I can be reached at (telephone number) or a message can be left at (email address). Thank you for your consideration of my qualifications. I look forward to speaking with you.

Sincerely,

Name

## THE INTERVIEW

Below are examples of questions often asked of internship applicants. In your answers stress your responsibilities, actions that you took and results.

- 1) Tell me about yourself
- 2) Why are you interested in our program?
- 3) Why do you wish to do your internship at XYZ company?  
(Tip: Be sure to thoroughly research the company website prior to the interview)
- 4) What courses have you taken that could be useful to you in this internship?
- 5) What skill set could you apply to this project?
- 6) Tell me about your previous work experience
- 7) Give me an example of when you demonstrated leadership
- 8) Tell me about a time when you worked on a team project and how you worked with your team members
- 9) What skills and experience are you seeking to gain from this internship?
- 10) What are your career goals?
- 11) What requirements are being made by your professor in order for you to receive academic credit for this project?
- 12) What is your schedule for the semester – how many hours per week could you devote to this internship on what days?
- 13) Tell me about a time when you handled a challenge effectively

You may be asked or wish to ask questions of the interviewer to determine whether or not you wish to accept the project should it be offered. Examples:

- 1) Could you tell me more about the daily project responsibilities?
- 2) How does this project fit into the scope of the work of your organization?
- 3) Will my responsibilities increase as I develop experience in the internship?
- 4) Is there additional information that you will be requiring?
- 5) When do you expect to be making a selection decision?

## GUIDELINES FOR THANK YOU LETTERS

After the interview, it is recommended that a short thank you letter be sent to the interviewer for his or her time and consideration. This can be done via email and should be sent the same or following day. This follow up and courtesy is also another chance that you have to impress upon the interviewer that you are serious about this opportunity and that you know and follow professional etiquette.

### EXAMPLE GUIDELINES:

Date

Name of Interviewer

Title

Name of Organization

Address

Dear Mr. or Ms. \_\_\_\_\_:

Paragraph 1: Thank the interviewer for the opportunity to speak with him or her. Indicate the date of the interview, your student status at Hunter College and identify the project that was discussed as many organizations hold interviews for multiple internship projects. If there was something you wished to add that was not discussed during your interview, it can be done briefly here but only if directly relevant to the internship.

Paragraph 2: Offer to provide additional information about your qualifications etc. if needed. Thank the interviewer for her or his consideration.

Sincerely,

Your Name

\*After receiving an offer for an internship project, you have the option of declining the offer if the project does not reflect the type of experience that you wish to obtain or you are taking another offer. However, once an offer has been accepted, it is expected that the project will be completed as agreed.

## ADDITIONAL INFORMATION

- 1) If you are unclear as to your career goals, contact Career Development Services for an appointment – we are here to help you develop a focus and implement a strategy to meet your goals
- 2) If you do not find an internship project that fits your needs at the present time, continue to check often with Career Development Services. New organizations offering a diversity of projects continue to be added to the program. Apply again for a future semester. The additional courses that you will take in the interim can increase your chances of acceptance for an internship project.
- 3) Follow- up with the Internship Coordinator as to your acceptance by an internship program as well as to your progress during the internship.
- 4) At the end of the semester of internship participation, ask the on-site internship supervisor for an evaluation letter to be sent to your professor by the last day of classes for that semester. If your professor sent an evaluation form, confirm that it has been sent back to your professor.
- 5) Close to the completion of your internship, ask your Internship Supervisor for a letter of recommendation. This will be helpful in preparation for the future job search as well as graduate school applications.
- 6) After the end of the semester, you can also ask your Faculty Supervisor to write a letter of reference for you.
- 7) Internships can sometimes lead to part time or full time employment with the organization. However, there is no guarantee or obligation on the part of the organization to do so. Many factors come into play including budget restrictions, staffing needs etc. Remember, the contacts that are made and the training and experience that one receives during the internship will be advantageous when seeking employment there or elsewhere.
- 8) Keep in touch periodically with your supervisors so that you can continue to network after the internship itself is completed.

TO APPLY FOR AN INTERNSHIP with the Career Development Services Internship Program, schedule an appointment with Paula Wicklow, Internship Coordinator in Room 807 East or call 212-772-4832. Questions can be addressed via email at [career@hunter.cuny.edu](mailto:career@hunter.cuny.edu) or at [pwicklow@hunter.cuny.edu](mailto:pwicklow@hunter.cuny.edu)

TO LEARN MORE about the diversity of programs offered by Career Development Services, visit our website: [www.hunter.cuny.edu/student-services/cds](http://www.hunter.cuny.edu/student-services/cds). Also check the CAREERHUNTER database system accessible directly from the website.