

Landing a Summer Internship while Not on Campus

Finding an internship is a proactive process, which means that you have to spend a lot of time researching and following up. This can be tricky while abroad or at one of Syracuse University's remote campuses since you are so far from campus resources, but the truth is that it can be done pretty easily if you **PLAN AHEAD**.

During fall semester, be sure to...

- Learn how to best conduct a proactive internship search by attending the Newhouse Career Development Center's Finding an Internship seminar.
- Use the CDC's six steps (see included handout; these steps further detailed in the Internship seminar) to develop your criteria and make a list of internships to apply for.
- Make sure your application materials are up to snuff. Your résumé, cover letter, and any other required application pieces are what make your first impression on a company. Attend the Newhouse Career Development Center's Résumé and Cover Letter Writing seminar to make sure you're putting your best foot forward.
- Use the CDC's drop box (in the office) to get your revamped materials reviewed.
- Set up an appointment to answer any additional internship or application questions.
- Print out internships from the CDC's communications internship archive. This database is for Newhouse/SU students only, so it is not available online. Gathering these postings before leaving is essential to your search.
- Make a list of more than 10 internships to apply to for summer, checking to make sure that they are not all big names (these tend to be really competitive). Applying to only big names will decrease your chances of getting an offer. Instead, stagger these like you did for college—remember how you had “reach” schools, those for which you were pretty competitive, and your fallbacks? Do the same thing for your list of internships.
- Reach out to alumni to introduce yourself and ask if there is anyone they would recommend you speak to about internships.

Over winter break (before you leave), don't forget to...

- Call companies and say that while you know it's probably early for the company to be thinking about summer interns, you wanted to reach out because you will be in [wherever you're going] this spring. Ask if there is anything you should know about applying, or if a Skype/FaceTime/phone interview will be possible.
- Start applying to internships.

While abroad, you should...

- Follow up on all applications, asking if it would be possible to set up a Skype/FaceTime/phone interview.
- Follow any additional instructions provided by the companies you spoke to over winter break.
- If you're feeling anxious, continue to seek out and apply to new internship leads. Read CDCNews each Wednesday, check Handshake, and research web sites for postings. Some abroad centers also have internship sourcebooks. Talk to yours to see what resources are available.
- Listen to the CDC's podcast on finding an internship (#5) for a refresher of what was covered in the seminar in the fall. (Visit newhouse.syr.edu/cdc, click the “Students” box, and then click on the “Resources” page on the right to see a list of podcasts.)
- Listen to the CDC's podcast on interview preparation (#4) and refer to the included interview handouts to get ready for your interview.
- Send any questions you have about interning, interviewing, or anything else career-related to nhcdc@syr.edu and the CDC can help you, even while off campus.
- Be sure to ask when the company plans to make a decision at the conclusion of your interview, so that you can plan when to follow up.
- Send thank you emails to any companies that you interview with.

The good news is that there are always more internships available than there are interns to take them; it's just up to you to plan ahead, be proactive in your search, and follow up. You can do it!