

MOST COMMON QUESTIONS ANSWERED

Here are helpful answers (and corresponding resources) to frequently asked questions from students.

“When should I apply for internships?”

While there’s no industry standard, here’s the **general timeline** for internships to be posted. Deadlines will be shortly thereafter:

- Fall Internships As soon as spring semester
- Winter Internships Less common; being proactive in fall semester is essential
- Spring Internships As soon as early- to mid-fall semester
- Summer Internships As soon as mid-fall semester

Some companies have rolling deadlines meaning you can apply anytime. For these opportunities, it’s better to apply sooner rather than later since you don’t know when they’ll review applications. Always check the company website for specific deadlines.

“Where can I start looking for internships

Website	What type of internships you’ll find
idealist.com	Domestic and international opportunities in the communications, non-profit, government and education industries
Indeed.com	Indeed is a job site to search for jobs and internships.
WayUp.com	WayUp is a US-based job site and mobile app for college students and recent graduates. Job candidates using the service complete an online profile that matches them with employers based on the candidate's interests, experience, and skills.
collegegrad.com	CollegeGrad Recruiting is dedicated to locating recent or soon to be college grads for entry-level jobs and internships. Members can network provide advice and post jobs at our website. School career services as well as recruiters are welcome to join.
Home From College	Homefromcollege.com is a digital platform that lists paid internship “gigs” for students to explore an apply to different industries in fashion, music, entertainment, social media and more. There are no fees for students to join.
internqueen.com	Resumes are sent Monday-Friday to the employers of your choice! http://bit.ly/internqueen
SUAbroad Centers suabroad.syr.edu	Going abroad? SUAbroad centers are the best resources for internships while abroad since they are actually located in the city you’ll be traveling to. It’s best to ask what internship application entails as it may not be the same as US applications. Also, keep in mind that internship requirements vary by location, are not guaranteed and will require a student via whether paid or unpaid.

“What’s your advice for networking on LinkedIn?”

- Always opt to “send a note” when connecting with new individuals. This allows you to write a mini-networking message when connecting with others.
- Establish a connection (what’s your connection to this person? How did you get their name?)
- Be straightforward about what you want (state your purpose. Ask one or two questions for advice and advice only!)
- State the “next steps” (ask if it is something they would be willing to do and explain when you will follow up).

Refer to the CDC’s networking handouts especially “The formula for a successful networking email” and networking email samples for more detailed tips!

“I started my internship search, but I’m feeling overwhelmed. What should I do?”

Searching for internships can feel overwhelming when you are disorganized. Change this by creating a spreadsheet to keep track of your applications and your networking contacts. Create different columns for each type of information you want to collect for opportunities. This sheet will serve as a quick reference for when you applied to internships and when to follow up with companies. You also want to keep a separate spreadsheet for your contacts to manage important details, your emails, and conversations. Your contacts will be impressed with your ability to remember every detail!

Application spreadsheet example

We recommend using Google Drive to create a free spreadsheet that you can access easily. You should have a second spreadsheet to keep track of any alumni or other contacts you spoke with for advice or input on the internships. This will help you keep everyone current on your progress and ensure that none of your contacts “falls through the cracks.”

Semester	Intern Title	Company	Contact Info	Location	Deadline	Date Sent	Follow Up Date	Notes
Summer 2022	Production Assistant	DreamWorks Animation	email@email.com (212) 555-1212	CA	3/15/22	9/1/21	End of March	Paid internship!
Summer 2022	Video Editing Intern	Pixar Studio	company@email.com	CA	Rolling	9/2/21	Posting states “no calls”	Alex, (TRF '09) sent info


Company	Name	Job Title	Contact Info	Phone	NH Alumni	How did we meet?	Notes
Coca-Cola	Brenda Jones	Product Development Director	Brenda.jones@cocacola.com	555-412-8533	Yes	NYC SU Alumni networking event July 2021	Super friendly and helpful. Referred me to Internship Coordinator.
Coca-Cola	Jeremy Knox	Internship Coordinator	jeremy.knox@cocacola.com	555-856-8546	Yes	Via Brenda Jones	Asked me to email him my resume on 8/1/21

“How do I ask for internship advice without sounding like I’m asking for an internship?”

In your networking email, you want to mention that you’re aware that he/she isn’t directly working in the internship program and wanted to know if they had advice on applying. If you’ve already applied, you could ask for advice on following up or if there is a specific person who your contact recommends you follow up with directly.

Be PREPARED when calling companies to make a great first impression!

Now that you’ve done your internship research online and can’t seem to fill in the missing gaps, it’s time to contact companies. Calling is best when you need an immediate response. Not sure what to say? Here are some helpful things to keep in mind.



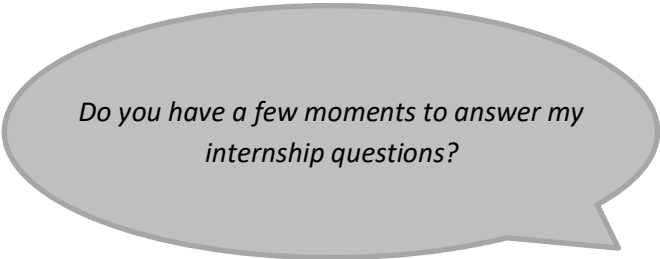
*Hello, my name is _____. I looked at your internship information on your website, but still had a couple of questions. **May I please speak to your internship coordinator?***

Introduce yourself and explain why you’re calling, but don’t go overboard with details. The person who answers may only be the receptionist!

Introducing yourself and explaining the reason for your call does a couple of things:

It lets the receptionist off the hook from having to hear your life story

Sets a professional tone to impress the internship coordinator if s/he answers



Do you have a few moments to answer my internship questions?

When you are speaking to the internship coordinator, this is the question to ask. It shows that you’re being considerate of their busy schedule especially if you caught the person in the middle of a project.

If you are unable to speak with the internship coordinator, ask if there is another good time to call or if they would prefer that you reach out via phone or email. Make sure to note all new contact info on your networking spreadsheet! If you are able to speak with the internship coordinator, be prepared to:

- Ask a few specific questions (two or three will be plenty). Do not ask questions that can be answered on the company’s website!
- End the conversation with, “Thank you for answering my questions. If I have any questions in the future, would it be ok to contact you?” If yes, ask what the best method of contact would be (make a note on your networking spreadsheet). If not, then thank them again for their time. Hey, at least you asked right?

“So, I sent in my application. Now what?”

Keep your momentum going! For summer internships (which are likely to be the most competitive), the Newhouse CDC recommends applying to 15 - 20 internships. Unless a company clearly states that it does not want to be contacted about your internship application, it is ok to follow up. Being pleasantly persistent can pay off. When you follow up with employers, you should not ask if your application was received. Instead, you should do the following:

- Express your interest in the position.
- Ask when the company plans to start setting up interviews.
- If the company is not ready to schedule interviews, ask when a good time to follow up to schedule one would be.

“I interviewed for an internship. Is there anything more I should be doing?”

- Send a thank you note! Email a short note mentioning something specific about the conversation and stating your interest in the internship. When possible, mailing a handwritten note within 24 hours of your interview is strongly recommended.
- Follow up with the company a week or two after your interview unless given a different timeframe or told they will contact you.

“What else should I be doing to get an internship?”

- Apply for more internships (don’t put all your eggs in one basket!).
- Have your résumé and cover letters reviewed by a CDC counselor by appointment or drop-in’s. You can also email a PDF version to nhcdc@syr.edu (the turnaround time is generally 2-4 business days).
- Start or update your portfolio and/or LinkedIn profile.
- If you need a refresher on interview preparation, stop by the CDC and pick up our interview handouts or schedule an appointment to meet with a counselor about your questions.