

▶ LOCATION:
HUFFMAN ADMINISTRATION BUILDING
ROOM 316
574.807.7096

▶ HOURS:
MONDAY- FRIDAY
8 AM- 5 PM

▶ STAFF:
SHERRY WELDY- CAREER DEVELOPMENT COORDINATOR
HERMALENA POWELL- CAREER DEVELOPMENT SPECIALIST
LINDA ELEK- RETENTION SPECIALIST
BANITHA VINSCON- CAREER SPECIALIST SECRETARY
JILL FOCHT- CAREER SERVICES INTERN

◦ November 2011

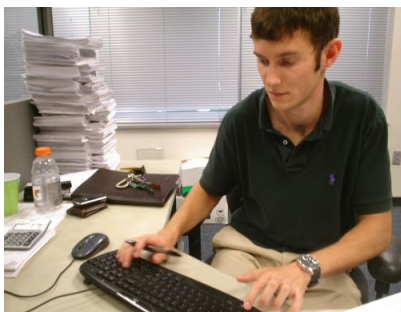
Bethel's Career Compass

Internships 101

Three Reasons 3 to Do an Internship

1. With more and more people doing internships, employers are coming to expect to see them listed on the resumes of potential employees.
2. Internships **often turn into job offers**. All the more reason to do an internship and to take the job very seriously – it is the first impression you make on who may be a future employer.
3. An internship is a great way to get an **inside glimpse** of a company, an industry, and a particular occupation. It can help you discover if the career you are considering is right (or wrong) for you.

By Dawn Rosenberg McKay,
About.com Guide



But how do I find one? ?

First, if an internship is required for your major, **start your search** with your academic advisor. They know internships like the back of their hand and can set you up with several different options for you to choose from. If an internship is not required for your major but you still would like the **experience**, consider doing one anyways.

The **Office of Career Services** has loads of resources to share with you, or you can check out any of these great websites to find one on your own:

[Intern Jobs](#)

[One Day, One Internship](#)

[College Career Connector](#)

[Intern Queen](#)

[Simply Hired](#)

Most internship search engines are great for opportunities nationally but if you're not too excited about the thought of spending your summer in a strange city or state, don't forget to search locally as well.

Use your **networking skills** at local companies and organizations to find possible connections. Speak with teachers, coaches, friends' parents, or parents' friends to get your name out there and open your ears to potential internships. And don't forget you may be competing with lots of other college students so **start your internship search early**. Start exploring options during Christmas break so you have time to make valuable connections before you head back to the busyness of school.



Stay Informed!

It's not too late to check out Talent Marks' [Fall Grad Career Webinar Series](#)! The series continues featuring authors and career experts who share their secrets, research, and tips.

This month:

Nov. 2nd- "Equipping Young Minds for Exceptional Performance"

Learn what makes a great leader and the principles required to succeed in [leadership roles](#).

Nov. 9th- "Active Interviewing"

Explore the [art of interviewing](#) and find out what questions you should be ready for, how to answer them, and techniques to link your experiences with the job.

Nov. 16th- "Pick a Career Path and Job You'll Love"

Discover the tools to determine which jobs and career paths match your personality so you can [love what you do](#).

Nov. 30th- "Guerilla Job Marketing Techniques"

Learn what you need to do to stand out in a crowd and gain strategies to [compete](#) in today's job market.

**Every Wednesday from
3-4 pm in AC 434**



Show me the money!

Although it may seem clear to most of us that [paid internships](#) are preferable, oftentimes, it's not all that simple. There are some internship experiences that are [valuable](#) (such as in the case of nonprofits), but do not have the financial resources available to pay students to come in and work. If you can afford to do an [unpaid internship](#), and it's in the field you wish to pursue, an unpaid internship may provide you with the knowledge and skills required

to get hired into a regular full-time position. On the other hand, if you simply cannot afford to do an unpaid internship, you may decide to volunteer your time on a part-time basis which can provide a very similar [experience](#) that you can also include on your resume.



By Penny Loretto, About.com Guide

It's a bird, it's a plane...it's Super Intern!



[Wetfeet.com](#) blogger, M. Scott Whitson shares some tips to [reaching super intern status](#).

1. **Be on time!** Punctuality speaks volumes about your professionalism.
2. **Be in the know.** Show interest in the company and learn as much as you can about the industry.

3. **Don't be a cling-on.** Show your supervisor you're able to work on your own.
4. **Ask questions.** It's better to ask 20 questions and do something right, than to figure it out on your own and do it wrong.
5. **Socialize in the office.** Network with the higher-ups so you can use those social connections later on.

There's more tips where these came from. [Read on.](#)

Featured Career Website

[Onedayoneinternship.com](#) is an internship blog and search engine specifically designed to make it easier for students and grads to find exciting, worthwhile experience. The blog includes articles that contain [valuable advice](#) for exploring internships as well as hundreds of internship postings from New York to California and everything in between. In addition the blog also contains a way to receive jobs or internships opportunities by email. Every day,

they send users [inside information](#) about exciting employers and the opportunities at their companies. Check it out and sign up to get in on this great opportunity.

