



Internships: The Key To Your Career

MIT Careers Office

12-170, 253-4733

<http://web.mit.edu/career/www/>



What is an Internship?

- ◆ A work experience that typically provides structured opportunities to learn about a career field while working in that field.
- ◆ Internships may be with companies, government agencies, nonprofit organizations, other universities, research organizations, and advocacy groups, among others.
- ◆ available to students at all levels, from freshmen to graduate students as well as for degreed professionals.
- ◆ A chance to “test drive” a career!



Why do an Internship?

- ◆ Find out what it's like to work in certain occupations and industries
- ◆ Gain solid relevant experience on your resume
- ◆ Employers look to hire from their internship pools first
- ◆ Networking opportunities & references
- ◆ You become a proven commodity



How do I find an Internship?

- ◆ Much like finding a full-time job
- ◆ Think about what you want
- ◆ Explore options
- ◆ Create an effective resume and written materials
- ◆ Look for advertised opportunities, hidden opportunities, or try creating your own internship with a company.
- ◆ Investigate internship programs at MIT



Before You Start

Questions to Consider

- What do you want to get out of the internship?
- What skills would you like to develop?
- What industry would you like to learn more about?
- Where do you want to be geographically?
- What type of working conditions appeal to you?
- Would you like a structured or unstructured program?
- What kind of people would you like to work with?
- What knowledge and skills do you have to offer?
- What skills do you most enjoy using?



Where Should I Start?

- ◆ MonsterTrak (MIT on-campus recruiting service)
- ◆ Newspapers, journals, publications
- ◆ Company websites
- ◆ Internet jobsites, bulletin boards
- ◆ Listservs
- ◆ Notices from MIT Department Administrators
- ◆ Ask your friends and classmates where they have found/done internships in the past



Internships at MIT

- ◆ UROP
- ◆ Alumni Externships during IAP, for undergrads and grad students: (deadline for these - generally in November)
- ◆ UPOP: sophomores
- ◆ Departmental internship programs: for a list of several current programs see
- ◆ Search department websites for new programs



Internships Outside of MIT

- MonsterTrak
- MIT Careers Office Links
- JobWeb Links and Listings
- Federal Government Internships
- Tech Internships
- Short Term Job Adventures
- Internships Abroad



Internships of Special Interest to Graduate Students

- Science Broadcasting
- The National Academies
- Presidential Management Intern Program
- AAAS Science and Technology Fellowships
- National Academies Fellowships
- Intellectuals for Hire



Additional Resources and Ideas

- ◆ Network with faculty, students, family, friends, community members, service professionals (doctors, dentists, etc.) alumni (ICAN), etc.
- ◆ Check online and bulletin board listings at the Student Employment Office (11-120).
- ◆ Write to companies that recruit for full-time positions here at MIT.
- ◆ Cold call a company that interests you – propose an internship.
- ◆ Don't limit yourself to your hometown or the Boston area.



When Should I Begin Looking?



September

- ◆ Sign up for Monstertrak
- ◆ Research Employer Websites
- ◆ Check Your Academic Department
- ◆ Explore MISTI
- ◆ Attend Career Fairs & Employer Presentations
- ◆ Check out the MIT-Washington,D.C. Summer Internship Program
- ◆ Check out Externships Possibilities
- ◆ If you are an international students, check with MIT's International Student Office to learn about eligibility requirements.



October

- ◆ Participate in a mock interview in the Careers Office to practice your interviewing skills.
- ◆ Sign up for a regular interview with employers through On-Campus
- ◆ Recruiting on Interviewtrak.
- ◆ Before your interview, research the company and prepare 3 – 5 well thought out questions about the organization.
- ◆ Always send individual thank-you notes to company recruiters after your interviews.
- ◆ If you are a sophomore engineering student, look into joining UPOP.



November

- ◆ Explore internships with early deadlines:
 - Air Intelligence Agency
 - Summer Jobs in Southern California
 - MA Space Grant Consortium:
 - CIA
 - FBI
 - Nat'l Security Agency
 - US Environmental Protection Agency



December

- ◆ Conduct more in-depth research into companies by accessing the MIT library database
 - Hoover's Pro Online (public, private, US & International co's)
 - Reference USA (12 million public & private companies)
 - D&B Million Dollar Database (US & Canadian companies)
 - Thomson Research (Full text 10K filings & annual reports)



January

- ◆ Participate in IAP workshops held through the Careers Office
- ◆ If you will receive academic credit, contact the academic department involved for requirements and approval.
- ◆ Check out the European Career Fair



February

- ◆ If you have not yet found an internship, send out targeted cover letters and resumes.
- ◆ Participate in E-Fair through Monstertrak.
- ◆ Schedule informational interviews with MIT Alumn/ae in your area of interest.
- ◆ Research housing and transportation issues if you will be living off campus.




March

- ◆ Revisit Monstertrak and search the jobs and internships database.
- ◆ If you plan to return home for spring break, set up informational interviews with MIT Alumni/ae.



What About Compensation?

- ◆ Most internships in industry and in the executive area of government pay a reasonable to good stipend. Many in the nonprofit sector pay little or nothing. If you don't need the money, the experience and networking in an unpaid internship can still be extremely valuable.



What Should I do After an Internship?

- ◆ Keep in contact with your internship supervisor.
- ◆ Explore the pros & cons returning to the same internship site.
- ◆ Reflect on your experience and how to communicate it in your resume. Pay particular attention to the Projects you did, the Actions you took and the Results (PAR).



Internships: The Key To Your Career

MIT Careers Office

12-170, 253-4733

<http://web.mit.edu/career/www/>