



Internships

- Gain skills and experience.
- Build professional relationships to help you get a job.
- Discover work environments where you thrive.
- Use your strengths to contribute to the local community.
- Earn credit and/or compensation while you apply your academic learning.

Steps to find an internship

1. **Set your goals.** Consult the list above for ideas. What are your financial needs? Geographic preferences? Consider a short term, paid Microinternship. <https://www.uvm.edu/career/micro-internships>
2. **Create and polish** your resume and cover letter. Use our resources to help:
 - a. [uvm.edu/career/resume](https://www.uvm.edu/career/resume)
 - b. [uvm.edu/career/cover-letter](https://www.uvm.edu/career/cover-letter)
 - c. Get feedback on your documents at drop in hours or on the Career Center [Blackboard](#) Site
3. **Research** your target organizations. Look at their mission/values, history, programs . Do UVM alumni work there? Check uvmconnect.org & [LinkedIn](#)
4. **Search** the job platforms listed below. Make sure the positions align with your goals.
5. **Reach out** to alumni, professors, friends, family, and other contacts. You may be able find and create your own internship experience.
6. **Organize.** Create a system like the grid below to keep track of deadlines and requirements.
7. **Apply.** Choose a balance of more and less competitive opportunities. Most students apply to 5-10 internships, and sometimes more.
8. **Follow up** on your applications after 2 weeks.

Earning Credit

- To receive credit, you need to enroll in a UVM internship course and pay the associated tuition.
- All internship credit must be agreed upon and enrolled in *PRIOR* to beginning your internship. No credit is awarded for work already completed.
- Internship credit is usually elective credit and does not typically count toward major requirements.
- You can find a listing of UVM Internship (INTN) courses at soc.uvm.edu. Most courses require reading and writing reflections to complement the work that you do at your internship.
- Many students do internships not for credit; but simply to gain career-related experience.
- **Credit and pay are unrelated.** Students can earn both, neither, or a combination of the two. Your internship organization should know that credit is not a substitution for payment.

Feeling Stuck?

Stop by the Career Center!

You don't need to schedule an appointment for initial conversations about getting started.

You can also **schedule an appointment** through Handshake. Any career counselor can talk to you about internships.

Company	Position	Requirements	Due	Applied	Follow up	Outcome
Keurig Green Mountain Coffee	Sustainability Intern	Resume & Cover Letter	12/15	12/1	Emailed Ms. Baldwin, 12/1	Offered internship on 12/15



Internships: Websites & Resources

General Internship Websites and Resources

- **Handshake** uvm.joinhandshake.com
UVM's job & internship database. Search and apply for positions, learn about events, and learn about on-campus recruitment and info sessions. The [Handshake Internship Series](#) offers tips for interns.
- **Parker Dewey Microinternships**
<https://www.uvm.edu/career/micro-internships>
Flexible, short-term, paid professional projects usually involving between 5 and 40 hours of work facilitated via a platform called Parker Dewey. They can be remote and are offered throughout the year.
- **Indeed.com** & **SimplyHired.com**
Job search meta-engines that aggregate opportunities from many other websites. Sign up for email alerts, which send you daily updates about new positions that match your search criteria.
- **Internships.com**
Be sure to check if an internship is "virtual" or in-person
- **LinkedIn.com** *Networking tool and internship search engine*
- **Wayup.com**, **legacy.vault.com** **youtern.com**
internshipprograms.com
Rankings, ratings, reviews, articles, and internship listings.
- **Wetfeet Insider Guide**- *Book on Getting Your Ideal Internship*
- **Vermont Businesses for Social Responsibility (VBSR)** *An internship matchmaking" service-they match interns with VT companies. All internships are paid.*
- **Glassdoor for Students**
Find internships and entry level jobs, research salaries and career paths for different jobs and companies, learn what kinds of interview questions are asked at entry level job interviews.

Networking Resources

- **UVM Career Fairs:** October and March
Hundreds of employers visit campus each year seeking interns & employees. Dress professionally and bring your resume.
- **UVM Connect** uvmconnect.org
Sign-up to connect with Catamount alums who have identified themselves as "willing to help."
- **LinkedIn Groups**
UVM Alumni Association, University of Vermont Career Connection. "Find Alumni" (under "My Network" menu). Look at charts to see which locations, industries, and companies are the most popular with UVM alumni (and then contact them for more information).
- **Career Center page on Networking** go.uvm.edu/network
Details strategies and includes LinkedIn and email samples, as well as networking questions.

- **Job Shadowing Program** uvm.edu/career/job-shadowing

Network with a UVM alum for a day over winter break. Applications due by early November. Matches made on a first- come, first-served basis.

Funding Resources

- **Internship Scholarships** go.uvm.edu/internfund

40+ scholarships available to cover travel & living expenses of unpaid or under-paid summer internships. Apply to an internship, then apply to summer funding. Must be planning to continue studies for the following fall semester.

Environmental

- **Student Conservation Association**
thesca.org/serve/positions

Internships specific to the environment and conservation

Science & Health

- **National Science Foundation Research Sites**
nsf.gov/crssprgm/reu/reu_search.jsp

Nation-wide research opportunities for undergrads across many disciplines

- **RIT's Internships & Research in Life Sciences**
people.rit.edu/~gtfsbi/Symp/summer.htm

Massive list of summer science opportunities

- **Pre-Health Volunteer & Internship Experiences**
<https://www.uvm.edu/premed/experiential-learning>

Career Center's listing of health-related opportunities

Engineering, Math, & Technology

- **Engineerjobs.com**
- **Opportunities & resources through CEMS:**
uvm.edu/cems/job_internship_resources
- **www.MathClassifieds.org** *Career resources for math jobs*

Non Profit/Government & Policy

- **Idealist.org**
Large non-profit search engine
- **United Way of Chittenden County**
unitedwaynwvt.galaxydigital.com/
Comprehensive volunteer database in Chittenden County
- **Government Internships** gogovernment.org
"Student" section provides info on government internships
- **USAJobs.gov**
Job and internship database for government positions.