

# How to Search Internship Resources During College

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## Abstract

It is very important for college students to know how to find internship resources. This article will explain how to find internship resources with detailed examples from both on-campus and off-campus resources.

## 1 Introduction

We are about to graduate from high school and start a new study life in universities. Facing college, we still have many questions and are rather confused. Mainly because we have so little information and there is so much information on the internet. We need to learn how to search for information to get key information more effectively to solve problems. The internship is a point of curiosity and concern for many students. It is important for everyone. Internships give students, young professionals, and people changing careers the chance to gain work experience in the field of their choice. Having relevant internship experience on the resume can help people stand out from the competition. An internship provides students with practical experience in their chosen field or industry. While college education equips students with theoretical knowledge, internships offer them the opportunity to apply that knowledge in real-world scenarios, allowing students to gain a deeper understanding of their field's dynamics and challenges. Internships also play a crucial role in networking. Building professional connections and relationships is essential for career advancement. Internships offer students the chance to establish connections with industry professionals, mentors, and fellow interns. These relationships can provide guidance, mentorship, and potential job opportunities in the future. However, as entering freshmen, many students have little knowledge of finding internship resources in their schools. This paper will use Smith College as an example to illustrate the basic way of solving this problem.

## 2 Using on-campus resources

First of all, students can directly search online for "xxx college internship" or other similar keywords if they are unfamiliar with the official website. Then, there will be a link on the top of the web page.

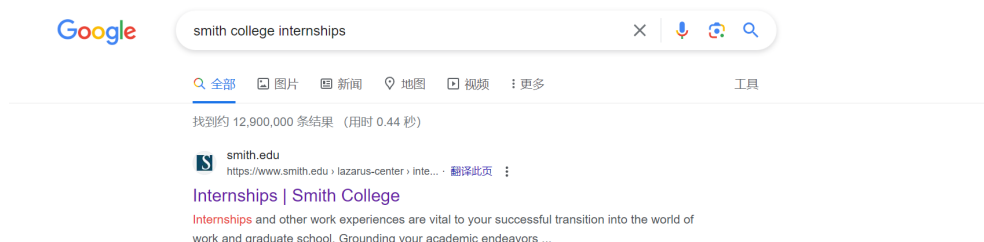


Fig. 1

After entering this page, people can see an omnibus layout that contains "Lazararus Center For Career Development" and a list of subsequent titles such as "career advising, fellowships, and health professions advising." By getting into the Lazarus Center, we can have an overlook of how the school can support its students, for example, by providing career advisors, making appointments on Handshake, and connecting with former alums.

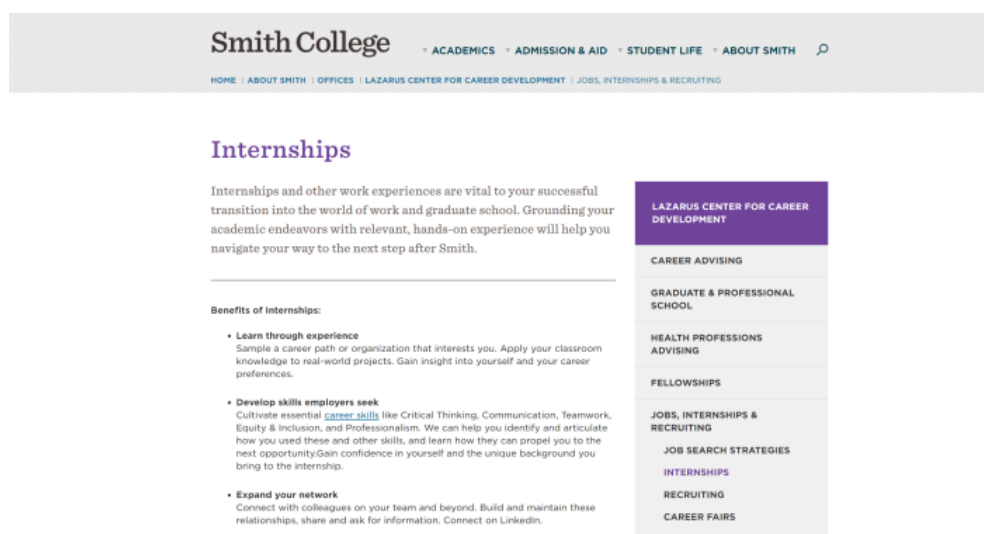


Fig. 2

# Lazarus Center for Career Development



The Lazarus Center is committed to preparing all students for life and work. During and after your time at Smith, we support you in naming, recognizing and developing your strengths. Our advisers help you connect your liberal arts study to your goals through knowledge, experiences and relationships. We work to eliminate barriers to access, affirm all students’ identities, and advance equity on campus and beyond.

MAKE AN APPOINTMENT

Fig. 3

The advising team at the Lazarus Center is equipped to help you navigate your unique career path. From day one, we support you in naming, recognizing and developing your strengths. Advisers are here to help you connect your liberal arts education to your career goals.

**Make an Appointment**  
[Make an appointment in Handshake.](#)  
Current students have been preloaded.  
Click **Smith College Login** to get started.

**General Questions**  
Email [lazarus@smith.edu](mailto:lazarus@smith.edu)

**Praxis Questions**  
Email [praxis@smith.edu](mailto:praxis@smith.edu)

**Job Postings or Handshake Questions**  
Email [lazarus@smith.edu](mailto:lazarus@smith.edu)

**Alum Appointments**  
We offer appointments for alums who have graduated **within the past 5 years**. Call 413-585-2582 or [make an appointment on Handshake](#).

Alums who are **more than 5 years out:** [The Office of Alum Relations' career resources](#) are available to all alums. You'll find upcoming webinars and events, ways to connect with fellow alums via LinkedIn, and many more resources to help you tap into your powerful Smith Network! Email Christie Kennedy '10 at [ckennedy@smith.edu](mailto:ckennedy@smith.edu) for more information.

Fig. 4

Online resources like Handshake gives students personalized job recommendations based on the information they provide on their profile, which is similar to the role of Cialfo used by our school.

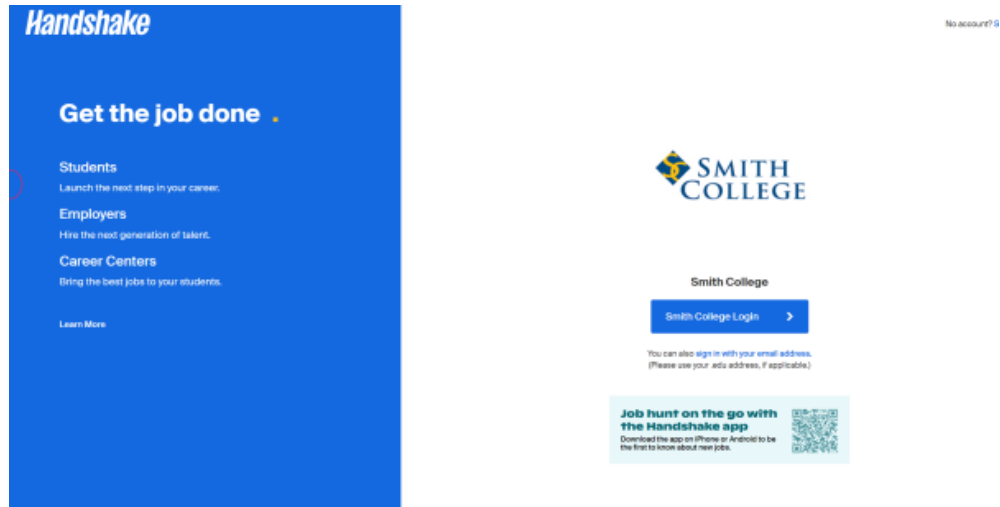


Fig. 5

To help students who don't have a planned job for the future, Smith College provides a page called "career pathways", which divides the jobs into basically six sections, as shown in the picture below.

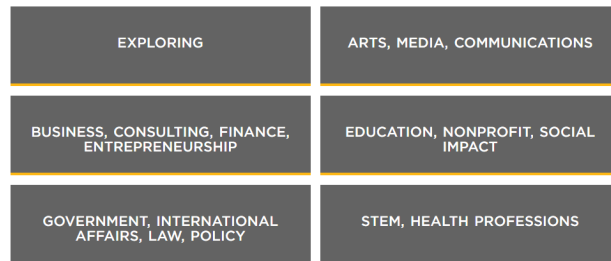


Fig. 6

For example, I am a government major student interested in “Government, International Affairs, Law, Policy”. After clicking the bottom, lots of Job Boards—Public Service Careers, GovLoop, Idealist—pop up, with a basic introduction of what their jobs are like on the right side. I can then look through them and have a basic view of my future career. When decided what to do for an internship, I can just upload my resume to the admission officers.

## Government, International Affairs, Law, Policy



Professionals in these broad interdisciplinary fields are involved with developing, enacting, interpreting or applying laws and policies at the local, state/regional, national or international levels. They may work for governmental agencies, departments or elected officials; in not-for-profit or nongovernmental organizations (NGOs); or within business and industry, from small firms to major international corporations.

To learn more, schedule a meeting with Anna Silverstein or one of our other career advisers via a [General Advising appointment on Handshake](#).

LAZARUS CENTER FOR CAREER DEVELOPMENT
CAREER ADVISING
GRADUATE & PROFESSIONAL SCHOOL
HEALTH PROFESSIONS ADVISING
FELLOWSHIPS
JOBS, INTERNSHIPS & RECRUITING
PRAXIS FUNDING & INTERN CREDIT
CAREER PATHWAYS
EXPLORING
ARTS, MEDIA, COMMUNICATIONS
BUSINESS, CONSULTING, ENTREPRENEURSHIP, FINANCE
EDUCATION, NONPROFIT

Fig. 7

### Job Boards

[USAJOBS.gov](#) - The federal government's official site for entry-level and experienced job hunters.

[Idealist.org](#) - Comprehensive non-profit job resource. Keyword for organizations, jobs, and internships in public policy and by policy issue.

[Public Service Careers](#) - Opportunities, advice, and links in government, policy, NGOs, and more.

[Brookings Institution](#) - nonprofit public policy research organization based in Washington, DC.

[Carter Center Internship Program](#) - A nongovernmental non-profit with the goal of advancing human rights and alleviating human suffering. Paid summer internships through a number of programs and offices within three broad areas: Peace, Health and Operations.

[Center for Strategic and International Studies](#) - full-time and part-time internships in Public Policy.

### Professional Organizations

[Association for Public Policy Analysis & Management](#)

[American Society for Public Administration](#)

[Engaging Local Government Leaders](#)

### Additional Resources

[Public Leadership Education Network \(PLEN\)](#) aims to increase the number of women in top leadership positions influencing all aspects of the public policy process.

[Partnership for Public Service](#) nonprofit, nonpartisan organization that strives for a more effective government for the American people.

[GovLoop](#) We aim to inspire public sector professionals to better service by acting as the knowledge network for government.

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Fig. 8

Another important section is “Career Guides”, which teaches students how to form resumes, prepare interviews, or attend graduate schools. This section is best used after students have some idea of their future careers.

## Career Guides

Are you thinking about your future but not sure where to begin? [Start here.](#) This self-paced activity will give you greater clarity about your career plan and help you identify the next right thing for you to explore. After you dive in, [make an appointment with a career adviser](#) to chat about your next steps.

Explore Your Next Right Thing  
in this Interactive Google Doc

Resume, Cover Letter & CV Guides	+
Sample Resumes, Cover Letters & CVs	+
Interviewing Guides	+
Job Search Guides	+
Graduate & Professional School Guides	+
Financial Planning Guides	+
School for Social Work Career Guides	+

We are aware that Google Docs don't meet all accessibility requirements. Please email [lazarus@smith.edu](mailto:lazarus@smith.edu) for a fully accessible version if you need one.

### RESOURCES & GUID

### FOR EMPLOYERS (H SMITHIE)

### WORKSHOPS & EVE

Fig. 9

As a college with closer personal relationships, Smith's Alum Network is powerful. There are always alums giving lectures on their experiences, and those alums are willing to help when the "smaller sisters" are asking to enter workplaces.

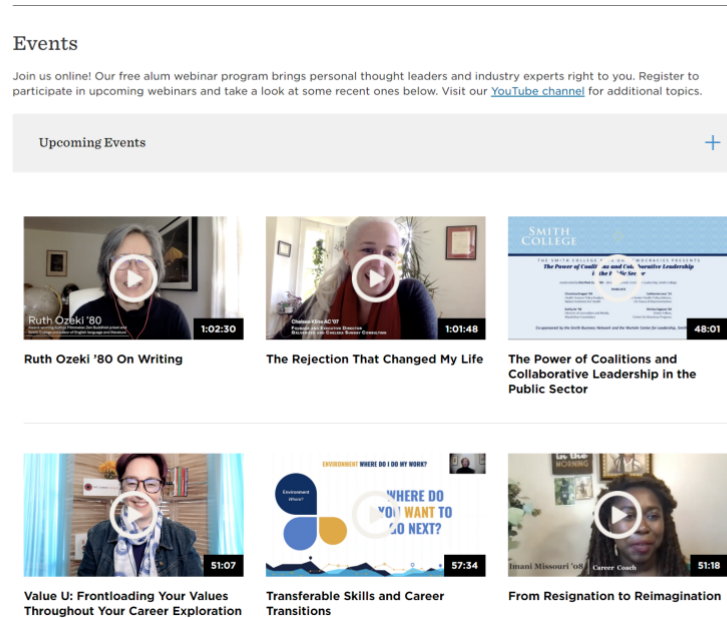


Fig. 10

In general, there are four steps to fully grasp internship resources: timely learn about the career advising center within the school and make an appointment with a teacher; learn about the related career of one's major on the official website of the school; make preliminary contact with the company; and establish a relationship with alumni.

### 3 External resources

In addition, besides the campus website, students have many external resources to use to find an internship. On social media such as YouTube, Bilibili, and TikTok, there are also many people who will share their experiences about finding a job, which will be a good reference for students who are inexperienced. Take a video on how to become a part-time DM(Dungeon Maste) in a murder mystery that is posted on Bilibili as an example. First, students need to know the way to send their resume. A job recruitment app is introduced in the video as an approach. In such applications, students can look for suitable jobs according to their own needs. After choosing the job they want, they can directly contact the person in charge of the job application and apply for it.

We will take the app HandShake as an instance to introduce how to use this kind of app.

First, you need to fill in the blocks about the personal information to create an account, which will also connect with your university email account to help you update your information constantly.

Then, set the job preferences to help you filter information.

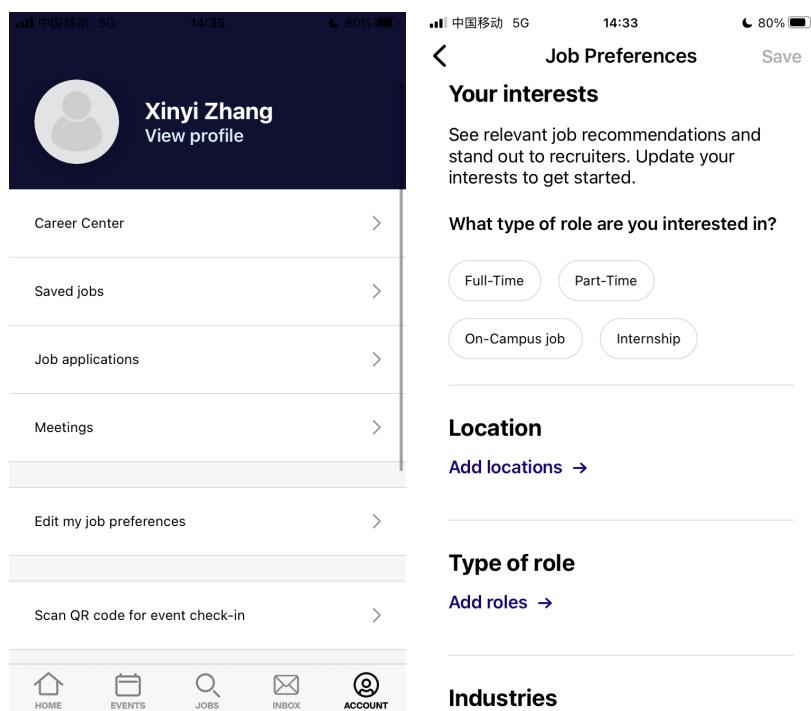


Fig. 11



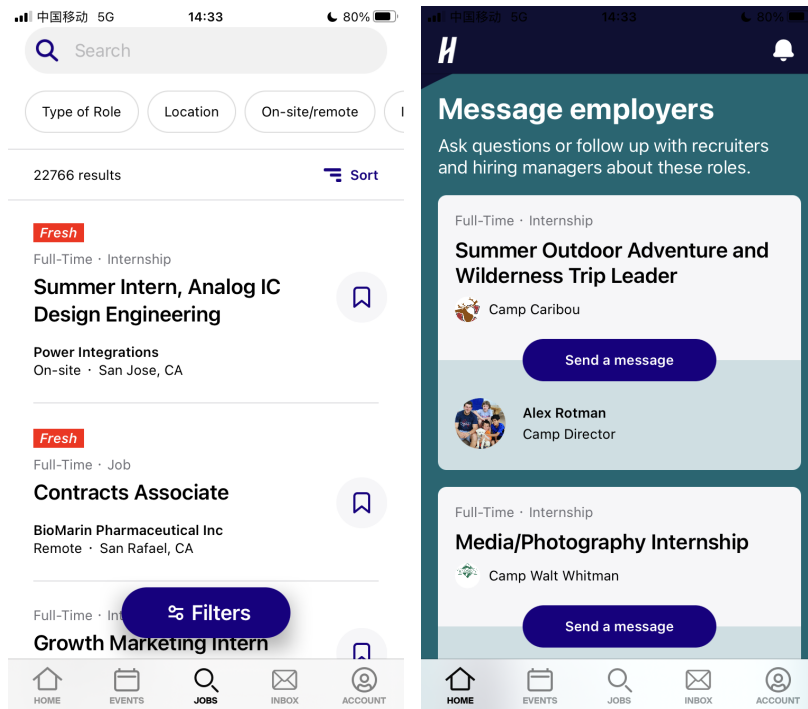


Fig. 12

Searching with the keywords “(name of jobs )”.

Clicking the interfaces of different companies, you can read detailed information about the company. Here are several things you should pay attention to. First, the job responsibilities. You need to find what you are responsible for during the job, and whether this position aligns with your strengths. Second, the salary. About salary, you should care about not only how much money they will pay you, but also the way of salary settlement. Most full-time jobs are paid monthly, while part-time jobs are paid daily. Third, the job location. When considering the length of your workday, you must think about both your working hours and your commute time. You should be clear about how much time you are willing to spend going back and forth to work every day. Forth, the company history. You can have a brief understanding of the stability, values, and culture of the company to help you with selecting.

When you decided on the company you want to apply to, you can click “send message” to communicate with the company.

## References

<https://www.smith.edu/about-smith/lazarus-center/internships>