Finding an Internship

Dr. Kathryn Gosselin, Spring 2022

Prepare your resume

- <u>Career Services</u> often hosts resume workshops, and Ms. Reina may be able to look at your resume and provide feedback. You can email CareerServices@sunymaritime.edu or mreina@sunymaritime.edu for more information or to request an appointment.
- <u>Carnegie Mellon</u> has a bunch of examples of resumes from engineering students: https://www.cmu.edu/career/documents/sample-resumes-cover-letters/Undergraduate_Sample_Resumes_CIT_2018.pdf

Search for jobs

General Tips

- Keep a spreadsheet of the jobs you are applying for that includes the company name, a link to the job posting, the job title, when you applied, and whether you've heard back from them.
- Have your resume ready to go in both text format (Word or Google Sheets) and PDF format. Some companies may have you upload a PDF, while others will ask you to copy and paste the information into a form.
- If you are looking for an internship that fulfills the requirements for ENGR 526: Industrial Internship II or ENGR 538: Extended Internship in Engineering, add the word "design" to your search, since this is a requirement for receiving credit!
- Don't shy away from jobs where the job title doesn't have your major in it – some positions are broad enough that they just want any engineering student, and lots of fields need engineers of all types! For example, the aerospace field hires mechanical engineers and electrical engineers in addition to aerospace engineers, because planes have lots of mechanical and electrical parts.

Where to Look

- **Purple Briefcase**: go to the Career Services page (https://www.sunymaritime.edu/student-life/career-services), click on the purple "Student Login" button, then click on "New Student Account" and enter the requested information. Once you are logged in, click on "My Internships" on the left side of the screen to access the search. You can narrow by field and by geography.
- **Indeed** (https://www.indeed.com/) : this is a great option if you are geography-limited in your search (that is, if you want or need to live at home during the internship). Search for terms like 'engineering intern,' or narrow it down by your major. I recommend that you treat Indeed like a search engine; once you find an interesting listing, go to the company's website, find the same listing on their jobs/careers page, then apply directly.
- **LinkedIn** (https://www.linkedin.com/): some companies announce jobs here! Create a profile, upload a decently professional picture (well-lit, cropped to your head and shoulders, not a selfie), and include your school, graduation year, and major in your profile. Follow the profiles of companies that interest you, and keep an eye out for announcements from them.
- **Individual companies**: use Google to find engineering companies near you, and visit their individual websites to look for internships. Most companies will have a "Jobs" or "Careers" page where their jobs are posted. Search for a company whose products you like, or who you'd like to work for in the future. You never know, they may hire engineering interns!
- **Corporations with large internship programs**: large corporations hire hundreds of engineering interns a year at their numerous subsidiaries and sites. Engineering internships tend to be well-paid, so it's not uncommon for students to relocate for a summer. The list below is non-exhaustive, but these are some great places to start if you want a new experience and aren't geography-limited!

- o Raytheon Technologies is a defense contractor that also includes Pratt & Whitney (jet engines) and Collins Aerospace (aerospace systems and components): https://jobs.rtx.com/search-jobs
- o General Dynamics is an aerospace and defense corporation that also includes Electric Boat (submarines) and Gulfstream (jets): https://www.gd.com/careers/interns
- o General Electric is a large industrial corporation whose subsidiaries include aviation, power generation, and internet of things. Their webpage lets you narrow your search by location: https://jobs.gecareers.com/global/en/internships-co-ops
- **Other fellowships and programs**: think outside the box! The programs listed below are often hard to get into, but they're very good experiences, and it doesn't hurt that they look great on a resume.
  - o NASA has an internship program at a number of locations all over the US, including one in New York: https://intern.nasa.gov/
  - o Disney sometimes hires engineers: https://jobs.disneycareers.com/professional-internships (Scroll down and click on "Innovation, Technology, and Science(s)" to narrow the search to engineering.)
  - o Big name companies like Amazon (https://www.amazon.jobs/en/teams/internships-for-students), SpaceX (https://www.spacex.com/internships/), Apple (https://www.apple.com/careers/us/students.html), and Google (https://careers.google.com/students/engineering-and-technical-internships/) hire engineers of all types, so it's worth a look.
- **Research**: we occasionally allow students to participate in undergraduate research in lieu of an internship. This comes with several caveats: (1) you are responsible for finding a professor (either at Maritime College or elsewhere) to mentor you, (2) the work must be sufficiently rigorous, and you must write a proposal and report similar to a normal internship, and (3) the research will not be officially approved as a replacement for an internship until it is completed and your work is reviewed by your advisor. This can be a great option if you are considering grad school and want to get a taste of academic research. The two programs listed here are prestigious, so they are likely, though not guaranteed, to meet the Maritime College requirements.
  - o Research Experience for Undergraduates (REU): the National Science Foundation funds programs at universities all over the United States to host students for full-time research in a professor's lab, mentored by graduate students. This generally includes room and board, plus a stipend. More information here: https://www.nsf.gov/crssprgm/reu/ You should find a site that interests you and apply directly to their program.
  - o Science Undergraduate Laboratory Internships (SULI): a number of Department of Energy labs host interns for full-time research, mentored by a professional scientist or engineer. This generally includes room and board, plus a stipend. More information here: https://science.osti.gov/wdts/suli You should find a DoE lab that interests you and apply directly to their program.

Prepare for Interviews

- Ask a Manager has a great guide about interviewing that you can get for free by entering your email address: https://www.askamanager.org/how-to-guide
- This document also has some tips and common questions specifically related to internship interviews: https://www.vsu.edu/files/docs/career-services/traditional-interview-prep.pdf

Get Credit

- You must read and follow the department internship policy, which is found at this link: https://www.sunymaritime.edu/sites/default/files/2019-10/Industrial%20Internships%20Engr%20Policy%2019-02.pdf
- You should create a draft proposal based on the job description and anything you learned about the position during the interview process and send it to your advisor first for feedback before getting a signature from your supervisor.