

RESOURCES

Career Services

- 1. Application Materials Review.** Simple typos and formatting issues can disqualify you from the running for an internship before you even get started. Stop by Career Services for assistance drafting and honing your resume and cover letter so you can submit your internship application in tip-top shape. We will happily assist with any phase of the process, from getting started to final draft.
- 2. Personal Appointments.** Student Affairs Mentors (SAMs) and our full-time Career Services staff are here to help. Stop by our office to schedule an appointment or send an e-mail to careerservices@hillsdale.edu.
- 3. Interview Preparation.** Mock interviews are an invaluable way to practice answering the types of questions you may be asked in an internship interview. We conduct mock interviews and offer constructive feedback on how you did and ways to improve.
- 4. Company Visits.** Career Services hosts many employers looking for interns throughout the school year. Companies and organizations hold on-campus informational and interview sessions to select Hillsdale College students for their positions. Information for these events can be found through Handshake and in your student email inbox.
- 5. Connections.** Speak with one of our staff about alumni, parents and friends of the College in your field.

Internships

A HILLSDALE COLLEGE CAREER SERVICES GUIDE

Internships allow you to apply and expand upon academic knowledge in a real-world workplace. Most Hillsdale students intern during the summer months due to academic schedules, but fall and spring semester internship are also available. The Washington-Hillsdale Internship Program (WHIP) offers students the opportunity to participate in academically intensive, semester-long internships or teaching apprenticeships in Washington, D.C., while continuing their coursework through evening classes. Interning offers an invaluable way to acquire new skills, make connections, and gain insight into potential career paths.

APPLYING FOR INTERNSHIPS

Why Intern?

- 1. Stand out.** In today's job market, relevant internship experience can give you a huge leg up within an organization or industry. It is recommended that all Hillsdale students intern.
- 2. Future job potential.** Companies often prefer to hire recent graduates who have previously proven themselves as interns in their organization. Internships are a valuable opportunity for you to demonstrate the qualities that companies look for in full-time employees. This is why internships between the junior and senior years of college prove especially important.
- 3. Apply academic knowledge.** Internships allow you to translate many of the concepts you've been exploring in your classes in a real-world work environment.
- 4. Gain skills.** Working in a professional environment can allow you to develop a range of hard and soft skills that you can carry forward into your next position.

5. Make connections. The people you will meet can be the most valuable component of an internship experience. They can offer mentorship, guidance, and job contacts as you move forward in your career.

Finding an Internship

Landing an internship is the responsibility of each student, but Career Services is here to support and assist you along the way. Come see us for guidance in finding internships that fit your skills and interests.

When to Apply

In applying for internships, sooner is always better than later. Various fields and companies tend to accept applications at different points of the year. For example, applications for summer positions in Accounting and Business are generally due in the fall. Many public policy summer internships, on the other hand, are listed early in the spring semester. Start researching early to ensure you don't miss deadlines and allow time to have your application reviewed!

Internet Resources

- 1. Handshake:** Create a profile and search internships and jobs particularly seeking Hillsdale students. hillsdale.joinhandshake.com
- 2. Internships.com:** Create a profile and search thousands of internships from across the country for free. internships.com/student
- 3. The Savvy Intern:** Scan this fantastic blog loaded with helpful tips and internship advice. youtern.com/thesavvyintern/
- 4. LinkedIn:** Connect with companies, hiring managers, and alumni after creating a profile. linkedin.com
- 5. Heritage Foundation Job Bank:** Register to receive bi-weekly e-mail updates on available internships. heritage.org/about/job-bank
- 6. The WHIP Program Website:** Explore student stories, program specifics and application deadlines. kirbycenter.hillsdale.edu/whip

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BEGINNING YOUR SEARCH

Networking

“It’s not what you know, but who you know” applies to internship searching more than many students realize. A personal contact can dramatically increase your chances by moving your application to the top of a company’s stack.

1. Informational Meetings and Job Shadowing. Reach out to companies or individuals in your area of interest by e-mail or phone to request a 15-20 minute “informational interview.” The purpose of an informational interview is not to ask for a job, but rather to connect with someone who can be your advocate as you search for an internship. Meeting with the individual in person is preferable, but a phone conversation is acceptable as well. Take the opportunity to ask them industry questions, what they like about their job, and if they have any tips or suggestions for you. Additionally, inquire into shadowing for a partial or full day to experience that industry and company firsthand. This whole process allows you to expand your network and become aware of opportunities.

2. Personal Connections. Do not forget the tremendous value of tapping into your personal network of connections when searching for an internship. Ask parents and friends if they know anyone in your preferred field or company. If so, contact them to set up a job shadow or an informational meeting.

3. Hillsdale Network. As a Hillsdale College student, you are part of an extensive network of parents, alumni, and friends of the College that can assist in your internship search.

- **LinkedIn.** There are two established LinkedIn groups that allow you to connect with the Hillsdale network. The “Hillsdale College Alumni Network” is a group of Hillsdale College alumni dedicated to business networking and employment opportunities. The “Hillsdale College Mentor Network” includes a more select group of alumni particularly interested in assisting and mentoring Hillsdale College students. Join these groups to connect and set up informational interviews with alumni in your preferred field and area.

- **Parents and Friends of the College.** Attend college events, lectures and dinners to network with friends of the College. Also, connect with any parents of your friends and classmates who work in your desired field.

Handshake

1. Complete your Profile. Entering your academic information, extracurricular involvement, and areas of interest helps employers on Handshake find you when they’re searching for interns. To begin, visit <https://hillsdale.joinhandshake.com>.

2. Search Internships. Handshake provides students with internship and employment opportunities from companies and organizations specifically seeking Hillsdale students.

3. Register for Company Visits. Dozens of companies visit Hillsdale’s campus annually seeking job and internship hires. Sign-up for interviews on Handshake or by stopping into Career Services.

4. Sign Up for Career Services Programs. Crash Courses in topics including LinkedIn, Dress for Success, and Resumes can equip you to land an internship. Also, our annual Internship Fair offers networking opportunities with companies specifically seeking Hillsdale interns. Explore and register for these events and others on Handshake or through Career Services.

Web Resources

1. Internships.com. Conduct advanced searches for internships based on keywords, location, and industries.

2. Company Websites. Many companies have internship programs in place, so visit their websites’ employment or career section to explore offerings. If no internship programs are listed, don’t despair! If you reach out to their Human Resources director to express your interest in interning, you may find out about unlisted opportunities.

GETTING THE BEST VALUE FOR YOUR INTERNSHIP

Paid v. Unpaid Internships

If you find an internship that will pay you to learn and get hands-on experience in your chosen field of interest, good for you! Getting paid to learn and understand an industry you are passionate about is a great way to spend the summer or semester.

Many great opportunities, however, are unpaid. If an internship offers valuable experience, opportunities to make connections, and the possibility of setting you up for a paid position after graduation, it may be worth the hit to your wallet. Additionally, unpaid internships generally receive less applications, so your likelihood of being selected improves. Consider living at home or working a second job in the evenings in order to minimize costs. The benefits of an unpaid internship may be worth this extra effort.

Internship Assistance Program

- 1. Requirements.** The Hillsdale Internship Assistance Program provides financial reimbursement to Hillsdale students to defray living expenses incurred while participating in an unpaid or low-paid summer internship.
- 2. Eligibility.** The program looks to assist students in all majors and fields of study with quality internships, regardless of GPA.
- 3. Amount.** Students may request \$1,000 - \$1,500 for costs such as transportation, housing and other direct costs associated with the internship.
- 4. More Information.** For information on requirements and to apply, stop by the Career Services office to pick up an informational packet and application.

Academic Credit

Hillsdale College does offer academic credit for internships. For details on how to obtain credit, visit with your academic advisor or the departmental dean. Be sure to bring a copy of the internship description so they can determine if it fits the department’s internship criteria. Keep an eye on e-mails regarding deadlines for requesting academic credit.

The Washington-Hillsdale Internship Program (WHIP):

The WHIP program offers students the opportunity to live and work in Washington, D.C., while furthering their Hillsdale education through evening coursework. WHIP students may intern for the White House, Congressional offices and committees, think tanks, or private companies. Teaching apprenticeships are also available at select charter schools in the Washington, DC area. Students take two to three academic courses at Hillsdale's Kirby Center, where they also meet with notable scholars, journalists and policymakers, and take various field trips.

For More Information:

kirbycenter.hillsdale.edu/whip

WHIP@hillsdale.edu