

Tips and Recommendations Before You Depart

This handout presents tips and recommendations from Cornell students on how to balance your study abroad and internship experiences. For additional information, listen to the “Going Abroad Spring Semester?” video in the “Launch a Job or Internship Search” section at career.cornell.edu... Resources... Media Library.

Considering Your Internship Goals

An important first step in your internship application process is to address your personal and financial goals. Questions you might consider include:

- What type of internship do I want? Is there on-campus recruiting for this type of internship and if so, when does this typically occur?
- When will I be able to start my internship? How much time do I want between finishing my study abroad program and starting my internship?
- Do I need a paid or unpaid internship?
- What are my main reasons for obtaining an internship? Are there other ways that I can get what I need from other activities, such as volunteering, studying, or doing research?
- Do I feel comfortable applying for internships while I’m abroad, or do I want to have an internship finalized before I depart?
- Do I want to do an internship abroad?

Timing Your Internship

Timing the internship application process and start date can be a challenge. Start early and be prepared for a different schedule when you’re studying abroad.

- If you’d like a non-profit or government internship and are studying abroad in the spring, you might not be able to apply in December or January if the organization is unsure of budgetary or summer staff needs. Stay in touch with them while you are abroad so you can learn about opportunities as they arise.
- If your semester abroad starts later than U.S. schedules, you might not be able to do a full 8- to 10-week summer internship. Consider pairing a long winter internship and a shorter summer work period.

Before You Depart: Consider Logistics

It is possible to apply and interview for internships abroad, but it takes planning. Consider these tips:

- Visit your Career Services office to get your cover letter and resume critiqued. Attend on-campus programs on networking, information interviewing, and the internship search process.
- If you need to send paper applications, print copies of your application materials and give them to a friend or relative before you leave.

- When doing an internship abroad, learn about the process and policies for getting work authorization at least 3-6 months in advance of the start date.
- Determine how reliable the electricity supply and internet access are when you’ll be abroad. If either is an issue, try to do as much work as possible in advance of your departure. Mention in your cover letter the best way you can be reached.

The Internship Search While Abroad

When searching for a domestic or international internship, the following resources might be helpful.

- Your study abroad program if it facilitates internship opportunities that fit your interests and goals.
- InternationalStudent.com.
- Overseasjobs.com.
- Log in with Passkey for the following resources (confluence.cornell.edu/display/CULLABS/Home):
 - Goingglobal (online.goingglobal.com).
 - Johnson School Library databases such as Uniworld and Vault Career Insider: look at their internship Reviews, Rankings, and Listings (johnson.library.cornell.edu/databases).

Develop a Back-Up Plan

In case you are unable to get your top internship choices, consider any of the following back-up plans:

- Contact professors about on-campus summer research opportunities or at other institutions.
- Contact your previous summer employers to see if they would re-hire you for the summer.
- Live with relatives and do a short-term unpaid work experience to help you gain experience.

Interviewing Abroad

If you are interviewing for an internship while you’re abroad, a few recommendations include:

- Practice interviewing with OptimalResume™ Interview Prep tool: cornell.optimalresume.com.
- View “Phone and Skype Interviews: Nuances You Need to Know” in the “Improve Your Interviewing Skills” section at career.cornell.edu... Resources... Media Library.
- During your interview, have enough minutes or money on your phone card for the whole interview.
- For a phone or Skype interview, take care to account for time zone differences. Try to use a landline for the clearest connection and call from a quiet place. Use a blank wall as your background for Skype interviews.