

### Guidelines and Tips

The terms “internship” and “summer job” are often used interchangeably. A **job** usually involves work for pay, regardless of its applicability to your career. Formal **internships** may be paid or unpaid, and tend to focus on hands-on learning about a career field of interest.

No matter what it’s called, a summer experience can help you explore your interests and give you a competitive edge in your first full-time job search.

Cornell Career Services can help you research career fields, employers, and options. See a CCS staff member for individual assistance with your summer search.

### Discovering Opportunities

- Most people find their summer positions through referrals and personal contacts. Identify contacts through family members, friends, faculty, staff, and alumni. Identify other contacts through **LinkedIn**, by conducting an advanced search for Cornell University. Your college career office may have other ways to help you connect with alumni. The *Career Guide* also includes great information on networking (pages 7-9).
  - Visit your **college career office** for assistance and information focused on the unique nature and majors of the college and the specialized needs of its students.
  - Use the **career library in 103 Barnes Hall**. It offers more than 100 internship resources.
  - Explore the online resources in the **CCS Link Library** found in the Resources section of [career.cornell.edu](http://career.cornell.edu).
  - Conduct **web searches**. Links are provided from the CCS website and through the college career office sites. Search engines, specialty pages, and organization- or employer-specific sites can help you find listings related to your particular interests.
  - Review responses from Cornellians to the **Summer Experience Survey** accessed in the “Resources... Surveys” section of [career.cornell.edu](http://career.cornell.edu).
  - Access the **“Jobs,” “Internships,” and “Interviews”** sections of Cornell Handshake ([cornell.joinhandshake.com](http://cornell.joinhandshake.com)). Handshake includes hundreds of job and internship postings for opportunities across the country. Complete the online tutorial, also located on your Cornell Handshake account in the “Articles” section of your toolbar. (You can view Handshakes Help section for additional instructions.)
- Use Cornell’s **Student Employment Services website** to find local positions.
  - Investigate **other Cornell resources**, such as the Entrepreneurship and Personal Enterprise Program, Cornell Plantations, Cornell Tradition, etc. See the “Additional Summer Programs” page at [career.cornell.edu... Students... Finding Jobs](http://career.cornell.edu... Students... Finding Jobs).
  - Consider a **special program**, such as the “Develop Your Own (DYO) Summer Internship Program” or the “New York City Public Service Corps” (for Federal/Work Study eligible students). Application materials are available online at [career.cornell.edu/students/jobs/internships/cornell/index.cfm](http://career.cornell.edu/students/jobs/internships/cornell/index.cfm). Funding is limited, so apply early.
  - **Create your own internship**. Speak with a career advisor about strategies for approaching employers who don’t have established internship programs about hiring you for the summer.
  - **Conduct a mail campaign**, using resources mentioned above to identify employers that appeal to you. Construct a strong resume and cover letter. Use a “quality” rather than a “quantity” approach.

### Tips for Finding Summer Positions

- Use the same search methods and strategies that you’d use to find a full-time job. See *The Job Search* articles on pages 16-21 in the *CCS Career Guide*.
- Increase your chances for success by developing a clear target, a strong resume and cover letter, and effective interviewing skills.
- Apply early. Deadlines for some programs, especially government positions, occur in the fall.
- Combine volunteer and paid work positions to create the best possible summer experience when one internship or job can’t meet all your needs.
- Schedule interviews during your school breaks (Thanksgiving, winter, etc.).
- Arrange a job during Winter Break. These often lead to summer positions.
- Attend the Summer Opportunities Fair on February 14, 2017, 1:00-5:00 pm in the Statler Hotel Ballroom.