

Summer Jobs & Internships

Cornell Career Services

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 offer hands-on learning about a career field of interest.

Regardless of what it’s called, a summer experience can help you explore your interests and develop competencies that will 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. Connect with alumni using Cornell’s **CUeLINKS**. 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 on pages 7-8.
- Visit your **college career office** for assistance and information focused on 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.
- 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.
- Access the **“Jobs”** section of Handshake (cornell.joinhandshake.com) for full-time jobs and internship postings across the country, and for

on-campus interview schedules for employers who will visit campus. Complete the online tutorial for a thorough introduction to the on-campus recruiting program.

- Use Cornell’s **Student Employment Services website** to find local positions.
- Investigate **other Cornell resources**, such as the Entrepreneurship and Personal Enterprise Program, Cornell Botanic Gardens, Cornell Tradition, etc. See the “Formal CU Programs” page at career.cornell.edu... Students... Finding Jobs... Internships and Summer 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. Funding is limited, so apply early.
- **Create an opportunity**. Speak with a career advisor about strategies for approaching employers who don’t have established internship programs about hiring you for the summer.

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 13-15 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 for government and finance positions, occur in the fall—if not earlier. Schedule interviews during your school breaks (Thanksgiving, winter, etc.).
- Arrange a job during Winter Break. These often lead to summer positions.
- Combine volunteer and paid work positions to create the best possible summer experience when one internship or job can’t meet all your needs.