

Getting Started With Your Archer Internship Search

Presented by:

Natalie Lundsteen, PhD, Assistant Dean for Career and Professional Development
UT Southwestern Medical Center

&

Robert Pearson, PhD, Director of Graduate Career Services
UT Dallas

December 19, 2018

Introductions

- Who we are & why we are presenting to you
- Archer Graduate Fellow webinar series
 - All will be recorded!
 - Today: Getting Started with your Archer Internship Search
 - Wednesday, January 16, 2:00 PM: Learn about Internship Opportunities at Informational Interviews
 - Wednesday, January 23, 2:00 PM: Create a Resume Designed for your Dream Internship
 - Wednesday, January 30, 2:00 PM: Use LinkedIn to Learn about and Find your Internship
- We will meet you all in person at orientation in Austin on January 26, 2019

What we will cover today

- An overview of the internship search process and information to ponder
- Special considerations for Archers and the Washington, DC area
- Advice on beginning to build your network
- Action items for getting started

Internship basics

It is **your responsibility** to find an internship for your Archer summer

- Multiple resources and great support, but you must be proactive
- Do not wait until late spring to begin
- Spending 15-30 minutes each week starting now ensures great results
- Paid internships will be rare
- Timing will not be linear or smooth
- **Always check with Archer staff before accepting an internship**

Internship application materials

Basics needed for an internship search

- Resume
 - Cover letter (or introductory email)
 - Writing sample
 - LinkedIn profile
- These topics will be covered in future webinars and at orientation
 - See Canvas for resources and examples
 - Resources at your own institution

Seeing the big picture of an internship search

Two primary methods to approach the internship search process:

- Apply to posted positions
- Create your own opportunities
- Think about your goals for the summer
 - General workplace knowledge?
 - Learn about an industry, occupation, or policy in general?
 - Will you be seeking a fulltime role after the internship?

Internship search strategy

- Identify organizations of interest
 - Make a huge long list and keep it going
 - Creating your own opportunities
- You must work on both options (posted/create-your-own) concurrently
- Do not avoid unadvertised internships!
- Keep a constantly growing and evolving list of ideas
- Be open to any idea or possibility

Internship search timeline

December

PREPARE: Set aside time every week to work on finding an internship. Create and polish your general resume and LinkedIn Profile.

January

STRATEGIZE & NETWORK: Develop a list of 18-20 organizations that you think would be a good fit. Communicate with these organizations about your interest in serving as an intern.

February

APPLY: Prepare targeted and tailored applications (i.e., resume, cover letters, writing samples) for internship opportunities you are pursuing.

**Please note, be mindful of application dates and deadlines in the coming weeks and throughout January, especially offices/organizations that are of interest to you.*

Internship information management

- Be efficient by carefully managing information related to your internship search.
- Create a folder on your computer for each organization.
 - Save internship advertisements offline
 - Save email communications with internal individuals so you can refer to it easily.
 - Create targeted and tailored copies of your resume to distribute.
- Save what you learn in a master spreadsheet.
 - The Archer Center will ask you to create a shareable document (recommended Google Sheets) that lists all the sites you are applying to, deadlines, requirements, and status of the application. This is the best way to keep the Archer Center updated in real time, and will be helpful in advising you throughout the process.

How to find opportunities

- **What are your interests/expertise and what type of organization would appreciate that?**
- What internship organizations did you list on your application?
- Broad knowledge of DC-based entities in your area of interest (i.e. NIH, World Health Organization, Human Rights Watch)
- Review former Archer Fellow internship experiences (Canvas)
- Discuss with campus faculty, get ideas from classes & projects
- Brainstorm: with other Fellows, Archer staff, faculty or career staff at your campus
- Think about internships when reading blogs, articles, studying, etc.
- Research using Google, alumni databases or LinkedIn

Contacting organizations of interest

- Review website for staff names and contacts
- Do you know anyone there? Former Archers, UT alumni?
- Send query email to highest-level person (or someone who seems likely to be in a decision-making capacity), ask if they are willing to consider a summer intern from the Archer Center
- Template email in Canvas or have it reviewed by your career center

Leveraging Archer & UT networks

- Archer alumni group
- Archer LinkedIn group
- Talk to former Archers on your campus
- General LinkedIn searches (webinar January 30), especially for alumni from your campus living in Washington, DC area
- Campus alumni databases
- Campus career center/job & internship databases
- Ask Archer staff for advice (but be judicious in taking up their time)

Online presence management

- You now represent the University of Texas system and the Archer Center and programs
- Google your own name. Results should not be a surprise
- Tidy up LinkedIn, Instagram, Twitter, other social media
- Lockdown privacy on any publicly-available profiles or websites
- Post strategically and thoughtfully

Action items

- Start your list of potential internship sites
- Update your resume (webinar January 16)
- Attend orientation (January 26)
 - For those unable to attend, please contact the Archer Center
- Create a LinkedIn profile (webinar January 30)
- Check your online presence