Internship Search

Questions to ask yourself before your search begins

• What are your internship goals?
• What type of experience do you want to have?
• What tasks do you want to be responsible for throughout your internship?
• What skills do you hope to use and gain during this internship?
• Where do you want the internship to be located?
• Do you want to internship to be paid, credit-bearing, or volunteer

Where to Look for an Internship

1. Career Resource Center
   a. HawkHire
      • Exclusive access to volunteer, internship and full-time postings in our online database
      • Instant access to resources including
        o Event listings and registration
        o Career finder and explorer
        o Salary guides
        o Document library
        o 500,000 national postings
      • Log in from the my.newpaltz Student tab > Internships and Careers > HawkHire

2. Networking
   a. Many internships are found through personal contacts, so it is important to leverage your network! Begin by making a list of the people you know – friends, family, professors, supervisors, etc. Do any of them work in your field of interest? If so, contact them. If not, ask if they know anyone who does.
   b. Use the New Paltz Alumni Association Professional Network on LinkedIn to tap into an extensive group of alumni for networking.

3. Academic Departments
   a. Many departments will give academic credit for internships. Speak with a faculty member from your academic department about internship opportunities they may know of.

4. Additional Internship Search Resources:
   a. Wetfeet
   b. Intern Queen
   c. Going Global
   d. Internships-USA
   e. Idealist
   f. Internships.com
   g. Simplyhired
   h. Looksharp

Develop Tools for Your Internship Search

To conduct a successful internship search, you will also need to develop a resume, cover letter, and learn how to interview effectively. Information and programs on these topics and more are available at the Career Resource Center. Check our calendar for scheduled programs at newpaltz.edu/careers.