Internships for HFA Students

What is an Internship?
Internships are short-term positions that allow you to develop job skills in a professional setting. They are done primarily by students and recent graduates and provide an opportunity to gain professional experience, build your resume and try something new related to your career interests or goals.

Why Should I do Internships?
Internships provide you with valuable opportunities to gain professional work experience. They increase confidence, build your resume, and allow you to better understand your strengths, interests, and values. Internships are an excellent way to "try out" different work environments. They can confirm a professional interest or lead to a surprising new direction. They help you establish a career network and find potential new mentors. The bottom line is internships are important because they provide you with the preparation you need to get a good job after graduation and make you a much stronger job candidate for all of your future work endeavors.

Timing, Compensation, and Credit Options
Internships are done during either semester, during summer or over winter break. They can be full time or part time, paid or unpaid, for credit or not, depending on the time of year and what you want. It is possible to earn academic credit for most internships, whether they are paid or not. Learn more about the credited internship process at UMass Amherst.

Search Process
Finding an internship is like finding a job, and there are four main steps:

1. Self-assessment: Identify your goals, values, skills, interests, and strengths. Focus2Careers can help you learn about your strengths and preferences; identify the skills you will bring to work and learn how to talk about yourself in interviews.

2. Learn about employers: Explore companies, organizations, job roles and fields through research on ONET Online and the Occupational Outlook Handbook.

3. Application: Learn how to write a targeted resume and cover letter, found on our Career Skills Guides pages, and prepare your interview skills that demonstrate the match between your experience and the position.

4. Decisions: Assess and respond to offers that meet your learning objectives.
How to Find an Internship

Search Online Job and Internship Boards for Listings

- Handshake, UMass Arts Extension Service Internships, Idealist.org are all good places to start. Find discipline-specific internship sites on the HFA Careers website Career Resources by Major pages.

LOTS OF INTERNSHIPS with LOTS of competition.

Look on Employer Websites

- Not all internships are posted to job boards, but many are found on an organization’s website. Research employers of interest, for example: Smithsonian Institution, Penguin Random House, or the ACLU, and search under the “About Us” or “Get Involved” tab to find “Opportunities,” “Employment,” “Join us” or similar headings. Or look at the bottom of the homepage for a “Careers” link.

MORE WORK on your part and STILL COMPETITIVE (for well-known employers)

Contact Employers Directly

- If you are unable to find internship postings on a company website, research and decide which department or person you would like to intern with. Email or call and ask if they hire/host interns and how you can apply.
- Be ready to “pitch” yourself in case they ask what you have in mind. Define what tasks and/or projects you would like to work on and the skills you can bring to the position. Let your pitch become a conversation.

MOST LABOR INTENSIVE but MUCH LESS competition

It Takes a Network

Networking -- whether through a pre-planned meeting or an impromptu conversation at a conference, career fair, information session, or elsewhere – can help you find an internship.

- Utilize Informational Interviewing to learn more about employers and career fields
- join Connect UMass for career advice with alumni
- Attend Career Fairs found on Handshake to speak directly with employers offering opportunities to UMass Amherst students
- Create a robust LinkedIn profile to connect with possible internship providers
Additional Internship Information and Links

**Micro-Internships**
Micro-Internships are short-term, paid, professional assignments like those given to new hires or interns. Projects are posted year-round, can be completed remotely, and typically range from 20-40 hours of total work across 2-4 weeks, paying at least $12/hour. With a micro-internship, you can add projects to your resume, build relationships with new employers, and build skills employers look for when recruiting for internships and full-time positions. Learn more about Micro-Internships [here](#).

**Helpful Links:**
- [10 Ways To Get the Most From Your Internship](#)
- [Intern in the Boston Area with Mount Ida Campus!](#)
- [College for Social Innovation--Semester in the City](#)
- [The Washington Center Internships](#)
- [International Internships](#)
- [How to Get a Last-Minute Internship](#)
### Internship Search Process

<table>
<thead>
<tr>
<th>I Know What I Want</th>
<th>I Have Many Interests</th>
<th>I Have No Idea</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find relevant internships and organizations &gt;&gt;</td>
<td>Prioritize interests &gt;&gt;</td>
<td>Take self-assessments and research jobs and careers &gt;&gt;</td>
</tr>
<tr>
<td>Learn how to apply &gt;&gt;</td>
<td>Wander through online posting sites and organizations &gt;&gt;</td>
<td>Talk with a career or internship advisor &gt;&gt;</td>
</tr>
<tr>
<td>Customize all application materials &gt;&gt;</td>
<td>Find interesting options &gt;&gt;</td>
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Keep applying until you have an offer

To schedule an internship advising appointment with **HFA Internship Advisor Lisa Blacher**, log into your [Handshake](#) account then click on Career Center > Appointments.