

# *INSIDER TIPS:* *Internships*

## **Why Are They Important?**

- They can provide valuable real-world experiences.
- Make you more competitive when applying for jobs or graduate school.
- They give you a chance to network with professionals in the field.
- Perhaps most importantly, they give you the opportunity to try things and figure out what you like or don't like.

## **Where to Find Them**

- UMBCworks is a great site to find both internships and jobs in the area.
- In order to apply for internships via UMBCworks, you must have your resume reviewed by the Career Center. The good news is that you can schedule an appointment online or go to their 15 min walk-in hours from 2-4 pm everyday.
- The UMBC Career Center also hosts the UMBC Connects series which brings companies and government agencies to UMBC.

## **How to Prepare for Applying**

- Before applying, make sure you have an updated resume that has been reviewed.
- Write your cover letter and statement of purpose. Have them reviewed as well!
- Ask for your reference letters in advance, 3 week minimum. Set a deadline for them and follow up.
- Be sure to acquire and send your transcript on time.
- Do your research and apply to multiple internships. You may not end up getting your first choice.

## **Timeline**

- Be aware of any and all due dates. Write them down somewhere!
- Do not wait till the last minute. Some applications are due starting in January.
- Prepare for the interview if there is one by practicing. Be sure to dress appropriately in business attire.

## **\*Resources\***

- UMBC Works <https://umbc-csm.symplicity.com/students/index.php?s=home>
- Career Center <https://careers.umbc.edu/>

## **Events**

A calendar of events is shared with you via Google Calendar. It is titled "STEM LLC." Check it out to see events happening all across campus!

