

## *Finding An Internship*

*The RRCC Career Success Center Internship and Experiential Learning Office is here to assist you in finding an internship by providing resources and connections. The Internship and Experiential Learning Office is not a placement office and does not guarantee students internships. It is your responsibility to find an internship – but, we are here to help throughout the process.*

### **Create or Update Your Resume**

Employers looking for interns usually request a resume from applicants. The first step in the internship process is to create a resume or update your current resume to show the related skills and coursework you have for an internship.

### **RRCC Career Connect**

Career Connect allows you to search and apply for internships 24/7 from organizations interested in RRCC students and alumni. Career Connect will provide you with information about each internship as well as specific instructions on how to apply. You already have access to Career Connect! Log in to **The Rock** and look for the **Career Connect** button on your **Welcome tab**. To view internships, click on **Update Profile** and **Edit Profile**. Under **Demographic Information** and **Desired Position** make sure to select **Internship** to be able to view all Internships.

### **Faculty Connections**

Faculty in your area are great resources to help you find potential internships sites. Set-up an appointment with a faculty member to discuss your career goals and potential internship opportunities. You will also need an Instructor Recommendation Form before you start your internship so this meeting is a great time to discuss your internship and if your instructor is willing to provide a recommendation for an internship.

### **Internship and Job Search Websites**

<http://www.internships.com>

<http://www.internjobs.com>

<http://www.indeed.com> (Make sure to indicate you are searching specifically for internships.)

Any of these websites may have potential internships listed on them. You can search by company name, internship type, or location to find the opportunities in your area and then the website will indicate how you can apply for the opportunities you are interested in.

<http://www.linkedin.com>

To search for internship listings, go to the jobs tab at the top of the page and put “internship” in the search box. Then refine your search by filling in the boxes on the left side of the page.