



## Finding An Internship

*The RRCC Experiential Learning and Internships 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, the Experiential Learning and Internships Office is here to provide support in finding the experiences you are looking for.*

### 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 with organizations interested in RRCC students. Career Connect has the most up-to-date information on available internships and will provide you with information about each internship as well as specific instructions on how to apply. Access Career Connect by logging in to **The Rock** and look for the **Career Connect** button on your **Dashboard tab** (at the bottom of the page) or visit: [www.rrcc.edu/career-connect](http://www.rrcc.edu/career-connect).

- *First time:* Click on Student > New Student > Create New Profile or Find Account
- *Searching for Internships:* Log on and look for **my internships** on left side of website.

### Faculty Connections

Faculty in your area are great resources to help you find potential internship sites. Set-up an appointment with a faculty member to discuss your career goals and potential internship opportunities.

### Internship and Job Search Websites

It is important to explore other internship and job search websites to make sure you are finding all the available internship opportunities in your field.

- [www.internships.com](http://www.internships.com)
- [www.internjobs.com](http://www.internjobs.com)
- [www.indeed.com](http://www.indeed.com)
- [www.linkedin.com](http://www.linkedin.com)
- [www.transitionsabroad.com](http://www.transitionsabroad.com)
- USAJobs.gov – Pathway Program/Student Trainee

### Customized Internship Assistance

Looking for additional assistance in finding an internship? With Customized Internship Assistance, the Experiential Learning Coordinator will reach out to employers on your behalf, send you internship opportunities in your related field, and offer additional assistance specific to your needs. To be eligible for Customized Internship Assistance you must complete specific requirements to be eligible for Customized Internship Assistance. **Ask for more details.**