NOAC 2024

CU Boulder

Acquiring an Internship

Learning Objectives

Objective 1: Learn how to research and identify suitable internship opportunities.

Objective 2: Understand the key types of application materials, including resumes and cover letters.

Learning Objectives

Objective 3: Understand the importance of networking in securing internships.

Objective 4: Learn to make the most of the internship as a springboard for future activities.

Crowdsource Knowledge

Who’s in the Room? What

- **JUST FOR THE YOUTH:**
  - HOW MANY OF YOU HAVE DONE AN INTERNSHIP?
- **ADULTS:**
  - HOW MANY OF YOU PARTICIPATED IN AN INTERNSHIP AS YOU WERE GETTING STARTED IN THE WORK WORLD?
- **ADULTS:**
  - HOW MANY OF YOU ARE IN A WORKPLACE THAT HAS INTERNS?

1. Benefits of Internships

Crowdsource Knowledge

Crowdsource Knowledge

- FOR THOSE OF YOU WHO HAD A POSITIVE EXPERIENCE IN AN INTERNSHIP, WHAT IS ONE *SIGNIFICANT* THING YOU GAINED AND TOOK AWAY FROM IT?

Why is it worth pursuing an internship?

- Enhances your education as a practical experience in your field
- Provides early value for exploring a career path
- Helps prepare you for future employment
- Serves as an entry door to government and corporate hiring
- Creates a source of future references for the next employment opportunity
- Some internships (e.g. DOD, intelligence community) come with a security clearance.

2. The Search: Identifying Opportunities

Crowdsource Knowledge

Crowdsource Knowledge

- FOR THOSE OF YOU WHO HAVE DONE AN INTERNSHIP, HOW DID YOU INITIALLY FIND IT?

People in different fields advertise internships in different ways

People in different fields advertise internships in different ways, for example:

- Corporations/Business
- Law
- Executive Branch Agencies
- Local government, state government, and federal legislature

- Handshake
- Monster
- Indeed
- Job Fairs
- Individual websites
- USA Jobs
- An additional source relevant to all of these categories: LinkedIn

Key Resources available to you

- In high school: Counseling Office
- In College: Career Center on campus
- Academic Departments Websites (e.g. monster.com, indeed.com, USAJOBS.gov, LinkedIn.com, joinhandshake.com)
- The Power of Networking

Networking

- In the context of this training session on internships, networking is the practice of developing contacts, connections, and relationships that can assist you in your search.
- Networking is much broader than trying to find a person who can offer you an internship, it’s about developing relationships that can help you grow and can serve as stepping stones on your path.

Networking: who could connect you with someone better positioned to help?

- Friends, family, neighbors, Scouters, OA advisers, professors, former students from your school or college

Ask questions that can point you toward next steps:

- Does your business take interns?
- Do you know anyone who works in the _____ business?
- Who could I contact to ask about that?
- Have you done an internship? Where? How did you find it?
- Could we get together to talk for half an hour about….
- What advise could you give me about….

Break (10 minutes)

When we come back:
Resumes, Applications, Interviews, and Getting the Most out of an Internship

3. Resumes, Applications, & Interviews

Introducing yourself to a prospective internship site revolves answering a critical question:

Who are you, and why are you the right person for this position?

Internship sites develop their own application procedure

Follow their directions!

The most common elements in an application include:

- Resumes
- Cover Letters
- Interviews

Resumes

- There are different types of resumes for different fields
- Build a *relevant* resume aimed at the type of internship you are pursuing.
- Good resumes are not lists of everything you have done; they are focused documents showcasing relevant positions and what you accomplished.
- Proofread carefully (and seek outside input)
- Don’t rely on ChatGPT or other AI to write your resume

Use your resources!!

- College Career Center
- High School Guidance/Career Counselor
- Public Library (there are books with hundreds of examples of cover letters)
- Resume and Job Search Coaches
- Family friends, neighbors, Scouters
- Look for experience!

Cover Letters

- Opportunity to introduce yourself
- Build a connection with the site
- Highlight a relevant experience from your resume
- Personality is good, but brevity is critical. *One page* is typically plenty for an internship
- Proofread carefully (and seek outside input)
- Don’t rely on Chat GPT or other AI to write your letter.

Interviews

- Reconnaissance
- Dressing
- Presentation: interview coaching and practice
- You could ask an AI for typical interview *questions*, but don't trust the answers

Can you use Scouting in cover letters, resumes, or interviews?

YES! But focus on *clarity, connection,* and *relevance*, not simply listing random facts or positions that only Scouts understand!

- Some things that don't belong on a resume might provide good examples in an interview setting.

Which would be meaningful to non-Scouts if simply listed on a resume? Why?

- Eagle Scout
- Life Scout
- Hornaday Award
- Senior Patrol Leader
- OA Ceremonialist
- Chapter Vice Chief for Inductions

How could you use one of these in an interview setting as an example in response to a question?

In sum:

Resume	Cover Letter	Interview
You'll highlight your education and note your relevant experiences and relevant accomplishments. You can briefly note some extra-curriculars, particularly if you can point to their relevance. Visit your campus career center or library for guidance and feedback as you write this.	This is your opportunity to introduce yourself and connect your interests with the position and the organization's mission. Briefly highlight why you fit their needs and explain something from your resume that sets you apart or shows how you fit. Don't repeat everything on the resume.	Campus career centers and HS guidance offices can help you prepare. Review likely questions that are available online (see YouTube). Tell me about yourself. Why do you want to work here? What can you offer? Tell me about a time when you…. Think of relevant examples ahead of time.

A final caveat for the application process:

Be careful of what you post on social media.

- Social media searches are a standard part of the hiring process for many organizations
- Finsta and Rinsta

4. Getting the most out of an internship

Crowdsource Knowledge

Advice from the room

- **IF YOU HAVE DONE AN INTERNSHIP:**
  - IF YOU'VE DONE AN INTERNSHIP, WHAT ADVICE WOULD GIVE OTHERS IN THE ROOM ABOUT GETTING THE MOST OUT OF THE EXPERIENCE? (WHAT DID YOU DO RIGHT, OR WHAT DO YOU WISH YOU'D DONE?)
- **ADVISERS, IF YOU WORK WITH OR SUPERVISE INTERNS:**
  - IF YOU WORK WITH INTERNS OR SUPERVISE INTERNS, WHAT ADVICE WOULD YOU GIVE BASED UPON WHAT YOU'VE OBSERVED?

How do you get the most out of an internship?

- Work Hard
- Grow where you're planted
- Learn about what a workplace is like, both the good and the bad
- Network
- Gain skills
- Document your accomplishments
- Leave on a high note

Takeaway Challenge

The key takeaway is that the time to start planning for an internship is now.

Spend three minutes thinking about your next steps, remembering that you are surrounded by resources.