

Internships & Summer Jobs

Gaining Workforce Experience

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INTRODUCTION

Summertime often provides students the opportunity to get a part-time job or internship experience. When possible, a student can look at getting a job or internship that relates to their field of study. This handout will explain the benefits of summer jobs/ internships and the step to applying for one.

Benefits to an Internship/ Summer Job

- Experience - when you look at job postings, many require experience in the field. A summer job/ internship provides you the opportunity to get real-world experience.
- Resume - Summer jobs and internships are great experiences to highlight on your resume.
- Networking opportunities - By working in your field, you will meet professionals working in the field. These people are future colleagues and can provide references or help with job leads when the time comes.
- Career research - a job or internship experience can provide you with the information that you need to determine whether this field is right for you.

Steps to Applying

1. Create a resume

In order to get a job or internship, you must first have the right tools. Creating a good resume will allow an employer to understand the skills and experiences you will bring to the position.

2. Practice your interviewing skills

A resume leads to an interview. You need to practice speaking out loud about your skill and experiences. Mock interviews are an excellent way to practice and get helpful feedback about your interview skills.

3. Search for opportunities

Once you have a resume and interview skills, you are ready to start applying for opportunities. There are many approaches to looking for positions:

- Look at job search websites (indeed, google)
- Make a list of employers in your field and look at their openings
- Professional organizations in your field will often have job boards
- LinkedIn is a professional social network that allows you to create a profile and look for job opportunities
- Use your network and consider faculty, fellow students, family, and friends that may have suggestions

Get Started

If a summer job or internship seems right for you, get started by visiting our website <https://www.jeffco.edu/employment-services/job-resources>. Email employmentservices@jeffco.edu to set up an appointment with a Workforce and Employment Services staff member.