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**Internships resources for students**

**How to find a summer internship**

1. **Speak up!** Tell your parents, your parents’ friends, your friends’ parents, teachers, coaches and every adult you know that you are interested in a summer internship in a specific field.
2. **Post it online, too.** Post to Facebook, Twitter or Instagram asking if anyone knows of internship opportunities at a specific business or in a specific industry.
3. **Talk to your guidance.** The counselor might also know about internships that former students have had, so they can offer promising leads.
4. **Cold call.** Contact local libraries, hospitals, museums, zoos, YMCAs, churches, newspapers, television stations, senior centers and other businesses to ask if they offer internships or volunteer opportunities for high school students.
5. **Look online.** Utilize search sites such as [Internships.com](https://www.internships.com/), [Glassdoor](http://www.glassdoor.com/), [Idealist](https://www.idealist.org/en/?type=INTERNSHIP), [Glassdoor](http://www.glassdoor.com/), [Indeed](https://www.indeed.com/) and [YouTern](http://www.youtern.com/cm/candidate/search_jobs). Establish an account and upload your resume on the professional social media site [LinkedIn](https://www.linkedin.com/), too.

**How to apply for a summer internship**

Applying for an internship is just like applying for a job. You should have a resume and cover letter that detail your experience, accomplishments and interests.

Be prepared for an interview, too. Dress and behave professionally. Make sure you are well-informed about the company and ask insightful questions.

**How to prepare for a summer internship**

If you’re interested in a summer internship in a particular field, make sure you are knowledgeable about that field. Have you taken all the courses your high school offers that relate to the field? Have you joined related clubs or organizations?

Once you have secured an internship, prepare by learning as much as you can about the company. The company’s website can be a valuable resource. Look for an “about” section and/or any news articles, and make note of the names and titles of important people.

Reference: [www.usicahs.org/Graduation](http://www.usicahs.org/Graduation)