Boston, New York City, San Francisco Summer Internships

Preparation

Resume – Create an updated and polished resume. Use the free services at the Career Services Network! Look for workshops, walk in hours, and appointments with advisors who can also help you articulate your internship goals.

Prepare a budget – Program fee, tuition, travel, meals, local travel, and personal spending money – estimate your total costs for the summer. Most forms of financial aid should apply to this total amount. Talk to the Office of Financial Aid about your personal situation and remember to look for outside scholarships as well. Planning early helps!

Who will be your recommender? One letter of recommendation from a faculty member, academic advisor, or professional reference will be part of the application.

Have an open mind and be flexible – New placements may arise for you in a field you haven’t thought about before – they will provide excellent learning and professional opportunities and expose you to new aspects of an industry! Remember to work with your placement manager; the agency has a lot of experience with internship placements.

Research your destination – Choose the program that is the best fit for you. You can research industry news in different locations to give you an idea of the lay of the land. Prepare questions and thoughts about industry sectors in your city. Placement managers will talk to you about expectations to make sure you’re on track.

Be realistic about what can be achieved over the duration of your placement – Prioritize criteria to find the best match. For instance, if you request a large criminal law firm, is it more important to work in a larger firm, which may provide more interaction and variety, but is not specialized in criminal law, or to work in a criminal practice, no matter what size. Remember availability is also based on needs of employers and seasons and dates of each program.

Articulating Internship Goals

Most importantly, spend some quality time thinking about your priorities and goals. Placement managers can tell when students are prepared for placement meetings—the more you prepare, the better they can help you! The application also includes a brief essay on why you want to pursue this program and how it fits into your overall academic interests and career goals.

Adopt a positive attitude for your phone placement interview. This is your chance to articulate your goals to the person representing you to a future internship supervisor - matching your interests to their needs. If you are open-minded, willing to listen to advice, and enthusiastic, then you’ll certainly have a positive and beneficial experience.

Give your internship some thought:
- Bring your 3 distinct internship priorities and preferences.
- What is your main goal for the internship?
- What kind of experience are you hoping to gain from your placement?
- Do you want to develop existing skills or learn new ones?
- What types of tasks and responsibilities do you expect to have in your internship?
- What are your future career goals and how does this internship relate to them?
- Do you require a lot of supervision or do you prefer to work independently?
- Do you think you prefer a larger company with exposure to more departments, or might you prefer a smaller organization that could provide more hands-on experience?
- Do you want to be given a specific project or do you enjoy being involved in a variety of tasks?
- What experience do you have and is it relevant to the kind of placements you have in mind?