



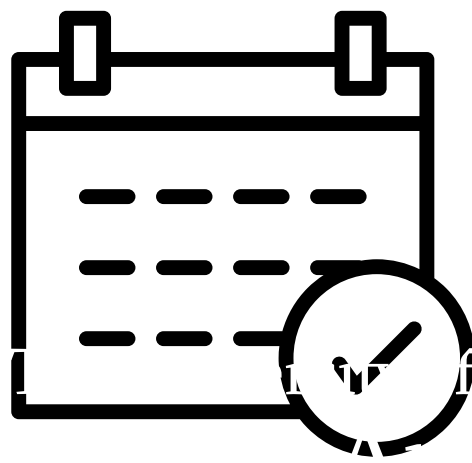
Student Internship Guide

I'm looking for an internship, what do I need to do?

Liberal Arts Career Services provides resources and programs designed to help you succeed in your internship search. We offer these suggestions to help you get started:

Schedule an appointment with a career coach

You can receive guidance for your internship search, develop strategies for marketing yourself, edit your cover letter and resume, and prepare for interviews.



Consider study away programs

Programs such as UTNY or UTLA are designed to help students secure internships in competitive markets in New York City and Los Angeles.



Generate an interest list

Create a list of employers that you are interested in learning more about and that you have already spoken with to enhance your professional network.



Attend events



We host many career building events, including career readiness workshops and networking and recruiting events. Check out our Upcoming Events!

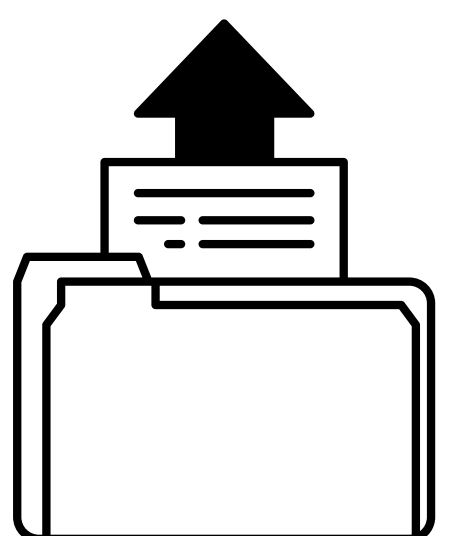
🔍 Search for positions ×

Use job search tools like Handshake, Indeed, LinkedIn, or directly on employer websites. Utilize the search filters on these sites to narrow down results to fit your needs.



Apply!

Apply for as many internships as you have time to research. Stay organized by keeping track of what applications you have submitted and the status of your application.



Frequently Asked Questions

Can Liberal Arts Career Services help me with the internship search and application process?

Absolutely! Schedule an appointment with one of our career coaches to explore internship opportunities.

Why should I complete an internship?

You are more likely to be selected for future internships and receive job offers. The National Association of Colleges and Employers says that “students graduating with internship experiences, in general, are more likely than students without those experiences to find employment upon graduation.”

When should I complete an internship?

Start your search as soon as possible! There are many internships available for first-year students and sophomores. Recent college graduates may be eligible to apply for post-graduate internships. We offer an undergraduate career readiness plan that you can adapt based on your needs and interests.

Will I get paid at an internship?

Internships can be paid or unpaid. There are some funding opportunities to support students with unpaid internships. Each opportunity has parameters, including eligibility criteria, an application process and deadlines, and limited funding.

- Liberal Arts Career Services Scholarship for Nonprofit Internships
- Texas Career Engagement Internship Fund (Summer)

What should I look for in an internship?

Research all employers and evaluate their internship program before accepting an internship. Look for these criteria:

- Check out the employer's mission and values and see if that aligns with what matters to you.
- The employer should be recognized in the professional community.
- Make sure that the employer provides you with a detailed job description of the duties you would perform as an intern.
- The employer should assign meaningful learning tasks/projects that are consistent with the job description and should provide a professional, established working environment.

Using [Handshake](#), you can see internship and job postings and connect with employers.

What materials do I need when applying for an internship?

It depends on the employer. Many will require a resume and cover letter. Some will require an application form. Others may request a list of references, reference letters, a transcript, a writing sample, etc.

How can I enhance my internship experience?

LA 320 is a great option for amplifying your internship experience while earning college credit. Once you have secured an internship, you may be interested in applying to take an [internship course through Liberal Arts Career Services](#).

How can I prepare for my internship interview?

We have many great resources to help you prepare. Visit [Big Interview](#) to get started, and schedule an interview preparation appointment with one of our career coaches.