

How to Create an Internship

Source: www.utahintern.org

1. **Identify an organization you would like to work for.** Choose an organization that will help you reach your career goals. You want to find a place that will give you good hands-on experience and will build your resume.
2. **Research the organization.** Before you contact the company, do some research. Learn which area of the company you would like to work in and read as much as you can about that area and the organization as a whole. If you can get your hands on mission statements and goals of the organization, you will have a better understanding of the company and the types of contributions that you can make.
3. **Contact your potential project supervisor or the human resources department.** Once you know where you would like to work in an organization, find out which person you should contact. With a small business, you might want to go all the way to the top. With medium- and large-sized business, you should probably talk to the head of the area or division where you would like to work. Whomever you choose, make a call to establish a more personal contact. Explain who you are, where you are going to school, and what you are studying. Then explain how working as an intern for his or her company will benefit you in your career goals. Establish a time that you can meet them at the office, and refer them to utahintern.org to better understand the function of an intern. After the call, send a follow-up email to indicate your continued interest and to thank the contact for his or her time. When you meet at the office, bring a cover letter and resume.
4. **If you would like to receive credit, contact your college or university.** Most schools provide credit for internships that meet certain basic criteria. Please talk to your university about the possibility of receiving course credit. Usually, there needs to be a contract between yourself, your college, and the company where you will do the internship. It is your responsibility to make sure that the proper paperwork is filled out and the necessary signatures are obtained. But at the same time, remember that advisors at your college can greatly assist you in this process.
5. **Encourage your supervisor to open up a regular internship program for the company.** Upon completion of your internship, speak to your supervisor about implementing a permanent internship program. Direct your supervisor to www.utahintern.org for help in this task, and suggest that they speak with local schools about posting internship openings.