

Career Advancement Program

How to find an internship or traineeship in the U.S.

1. Update your CV!

Make sure that your CV is neat, legible and presents you as a motivated worker (please see the CAP CV sample as well as the "How to improve your CV handout" from the Career Resource Center for additional information).

2. Logon to the internet! Most U.S. companies post available internship/training positions online:

Helpful Job Search Websites	
General Job Search engines	Industry-based Job Search Websites
www.internships.com	Jobs at McDonalds (search by state): http://www.mcstate.com/careers/
www.experience.com	Restaurant/Food Service: www.foodservices.com
www.internzoo.com	Hotel/Hospitality: www.hospitalityonline.com/jobs/hourly/positions/
www.craigslist.com	
www.usa-internships.com	
www.idealists.org	
www.careerbuilder.com	
www.indeed.com	
www.monster.com	
www.snagajob.com	

3. Explore other options!

- Ask you sending partner for potential leads
- If you have friends or relatives in the U.S., ask them if they know of any internships posted

4. After you apply for a job, remember:

- *Be persistent!* The economy/market is very competitive and you will need to show potential host organizations that you are willing and eager to intern
- *Follow-up with Host Organizations.* If you haven't heard back from the Host Organization that you have applied with, give the Host Organization a call and ask for an interview.
- *Be prepared for your interview.* Explain to the host organization why you are the best candidate above everyone else that he/she is interviewing and explain what past skills you have that would be the best match for the requirements of that internship you are applying to.

5. After you are placed at your new internship or traineeship:

- Let CCI know that you have found a position! Report your Host Organization address to CCI immediately-we need to know where you are interning/training.

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