

Gabelli 2013 - Junior Advising Program

Pursuing an Internship



Every business student needs to have at least one internship before they graduate. It's simply the best way for you to get the experience you need to be noticed by employers when it's time for to apply for a full-time job. In fact, the firm you intern with may very well be the one who eventually hires you.

Now, the best time to have that internship is during the summer after your Junior year. You can certainly find them before and after, but it's for that summer that most companies are actively looking for you. After all, with three years of college behind you, you'll have taken a good few business classes by that point and they can get an idea if they want you to come back in a year after you graduate.

The thing to keep in mind, though, is that finding a job *is* a job. There's a lot of competition out there, so you have to put in the time to get an internship and you have to start early. So, in general, here are a few tips:

1. **Be Strategic**

Start looking now. If you're reading this, you obviously have the interest, so follow through with it. Know what industry you want to work in, but make sure you're covering a broad spectrum around your interests. So, for example, if you're a Finance student and you're interested in Sales & Trading, research that industry thoroughly and actively search out those kinds of jobs, but keep the door open for other opportunities in related industries like Wealth Management and whatnot.

2. **Be Consistent**

A good rule of thumb is that you should be applying to at least 5-20 internships a week. To do this, you should be looking for internships to apply to on a regular basis. Make it part of you week. My suggestion is to dedicate an hour two days a week to just searching the web for that week's set of postings. That way you can always get a jump on the latest offerings and you've made the process of searching and applying part of your routine.

3. **Be Confident**

You cannot be discouraged by lack of call-backs or rejection. You have to get into the mindset that a thousand "no"s mean nothing – only the one "yes" matters. Keep searching for the "Yes" until you find it.

Now, as Gabelli students, Career Services' Job Central (<https://www.myinterfase.com/fordham/student/home.aspx>) and GSB Access (<http://www.gsb-access.com/>) should be the first places you go to start your search because they contain

the jobs being offered by employers who are specifically looking for Fordham students. However, they shouldn't be your only methods of searching. There are a wealth of websites out there with opportunities from companies who are looking for college students, in general. With that in mind, here's a list of search engines you should be looking at (provided by Fordham's own Career Services website - www.fordham.edu/career):

- <http://college.monster.com/education>
MonsterCollege - Part of the Monster network that focuses on College students.
- www.hotjobs.com
HotJobs allows you to post your resume. You can search for internships, entry-level, mid to senior level, and executive positions in many industries.
- www.careerbuilder.com
This website has listings for many careers in different fields of interest.
- <http://www.wetfeet.com/search-jobs.aspx>
Search for internships by state, category, or company name.
- www.tvjobs.com/intern.htm
Offers various internships in various locations for credit or pay.
- www.vault.com
This site allows you to post your resume for free. You can search jobs in different states, industries, and functions. Also has an internship search, which offers both paid and unpaid internships.
- www.entertainmentcareers.net
Provides information on jobs and internships in the entertainment industry.
- www.idealists.org
This site has listings for internships, jobs, and volunteer opportunities. Also has information on career fairs and events.
- www.jobweb.com
JobWeb offers limited internship opportunities. Provides job search advice, an online career fair, and an interviewing and resume tips section.
- www.collegerecruiter.com
Provides advice for resume and cover letter writing. Has useful interviewing and networking tips. The site also gives information on schools that offer degrees, training, and certification. *Also allows you to search different job levels. Site offers several internship opportunities nationwide. Tip: Search under "internship" first.
- www.eej.com
In addition to links to jobs and internships from top employers in the entertainment business, this site provides relevant information such as editorials, updated calendars of industry events, and upcoming competitions to help job seekers.
- www.studentjobs.gov
This is a federal government website that offers internships, cooperative education, scholarships, fellowships and grants.
- www.internships.com
Search for nationwide internships here.
- www.playbill.com
Type in keyword "internships" on search engine and learn of internship opportunities in the theatre.
- www.campuscareercenter.com
Jobs, guidance, and networking options are offered on this site.
- www.internweb.com
This site offers a database of internships.
- www.collegegrad.com
Internships and full-time jobs are posted.
- www.dccinternships.org
The Fund for American Studies in cooperation with Georgetown University offers this site for internships in the Washington, D.C. area.

*If you have any questions, please contact your Junior Class Dean,
Alan Cafferkey – cafferkey@fordham.edu*

- www.eco.org
Search for career opportunities including internships on this environmental website.
- www.careers.state.gov/student/
Student programs in government are posted here, including internships.
- www.internshipprograms.com
Post your resume or search their database for internships. This site also provides internship reviews and allows you to research companies.
- www.summerjobs.com
Search for summer jobs on this site. Provides a wide array of seasonal jobs in the U.S. as well as abroad.
- www.twc.edu
The Washington Center offers internships and academic seminars in Washington DC for all majors. Financial assistance and housing is also available.

I'm sure there are more search engines out there to use (like the website of the local papers where you're from or even Craig's List), but you should be able to find a few leads with some of these.

Please be aware, though, of people trying to take advantage of you. If anyone asks you to pay for training or anything like that, you may want to stop by Career Services to see if that organization is reputable.

Also, if you cannot find an internship for the summer, then use the summer to find an internship for the fall. All that matters is that you have one or two internships before you graduate – it doesn't necessarily need to be during the summer (although, as I said, that is the most preferable). A good volunteer experience can be a solid back-up for an internship if your search doesn't pan out (or if you start too late).

As always, you are more than welcome to stop by my office so that I can review your resume or just talk about careers with you. You may consider that invitation always open. I also know that offer is specifically open to you from Dean Nancy McCarthy, Ms. Gina Hill, Ms. Lisa Henkoff, Prof. Rosa Romeo, and everyone at Career Services. Here is the contact info for all of them:

- Nancy McCarthy - Director of Personal & Professional Development - namccarthy@fordham.edu, FA 356
- Gina Hill – Pre-professional Advisor for Marketing students - Ghill102@aol.com - FA 359
- Rosa Romeo – Pre-professional Advisor for Accounting students - romeo@fordham.edu - FA 359
- Lisa Henkoff – Pre-professional for Finance students- lisa.henkoff@gmail.com - FA 359
- Career Services - McGinley 224 - 718 817-4350

Finally, just to reiterate an important point, if you do get an interview with a company, MAKE SURE you properly research them before you sit down to talk. To assist you, I have another guide on interviews (as well as resumes and whatnot) on <http://www.fordham.edu/Gabelli/Juniors> under "General Advising."

Please note: if you wish to receive credit for your internship (or if your internship requires you receive credit), go pick up the "internship packet" from Mrs. Cardiello in FA 450. The packet should have all the forms and info you need.

Hope that helps. Good luck!

*If you have any questions, please contact your Junior Class Dean,
Alan Cafferkey – cafferkey@fordham.edu*