INTERNSHIP GUIDE

Washington Semester Program ▪ Graduate Gateway Program ▪ Mentorship Program
School of Professional and Extended Studies
American University
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www.american.edu/spexs

TABLE OF CONTENTS

Preparing for the Internship 3

Welcome 3
The Internship Timeline 4
Beginning the Search 5
The Application Process 6

Tools for the Search 7

Networking 7
SPExS Internship Web 8
SPExS Bazaar 10
Resume Writing 11
Sample Resume 12
What is a Cover Letter? 18
Cover Letter Template 19
Sample Cover Letter 20
Writing Professionally 23
Internship Follow-Up 24

Refining Professional Skills 25

The Interview 25
Dress For Success 27
Decision Making 28
Tips For International Students 29

Professional Learning 30

Internship Learning Experience 30
Internship Learning Outcomes 31
Frequently Asked Questions 32
Sample Evaluation Form 35

WELCOME

Dear Student:

Welcome to American University and the beginning of your experiential learning adventure. Since 1947, the Washington Semester Program, now based in the School of Professional and Extended Studies (SPExS) along with the Mentorship Program and Graduate Gateway Program, have propelled students like you, attending colleges and universities from across the nation and around the world, into substantive internships in the Washington, DC, area. Interactive seminars compliment student internships in our hands-on education programs.

SPExS students echo a common refrain about their high-impact educational experiences. At the end of the semester in evaluations and in comments, students often reflect, "*I learned more this semester than any other semester in my college career.*" In SPExS, each student learns experientially as the extended region of Washington, DC becomes our classroom. This guide will help you find your path along the way, to maximize your SPExS experiential education.

The SPExS internship search and experience will sharpen the skills you need for your 21st century career. The internship will plug you into a professional environment and expand your network. Over the course of the semester, you will gain confidence managing professional responsibilities, searching as well as interviewing for positions, and honing your interpersonal communication skills, among other highlights.

I expect that you will experience an unforgettable educational adventure this semester in our program. All of us in SPExS look forward to supporting you as you learn academically and professionally.

Sincerely,

Amy Morrill Bijeau
Assistant Dean for Experiential Education

THE INTERNSHIP TIMELINE

Pre-Washington, DC, Arrival: *Apply Early for Federal Agency and Competitive Internships*

- Explore the SPExS Internship Web and other resources
- Prepare a resume and cover letter
- Start applying for internships early, if you know exactly what you want *(apply early for federal agency and competitive internships)*
- Follow advice from your internship professor

Week 1 of Program

- Attend SPExS Internship Bazaar to meet the approximately 100 hiring organizations
- Apply to organizations not present at the Bazaar
- Set-up interviews
- Actively follow-up on priority internship applications
- Talk to your professor before accepting an internship to help secure the optimal fit.

Week 2 of Program

- Confirm an internship position (seeking approval from your internship professor)
- Complete the Internship Duties Form (outlining the main projects to complete during the semester)

Weeks 3-15 of Program

- Complete your Internship and Academic Requirements

Final Exams Week/Grading Period

- Internship employers submit evaluations
- Students evaluate internships
- Faculty submits grades to Registrar

Post Program

- Refine your professional skills and develop your SPExS network for years to come

SELF-REFLECTION & BEGINNING THE SEARCH

Before you dive headfirst into the internship search, engage in self-reflection. Where does your passion lie? What are your skills, interests, and abilities? What is your professional dream? Also, ask yourself these questions:

- What courses and topics spark your interest?
- What social causes and activities make you happy?
- What talents and skills come naturally to you?
- What three adjectives would your friends use to describe your personality?
- What can you see yourself doing in five or ten years?

Exploration Tool: My Next Move

Identify exercises to help you engage in self-reflection. Use your home school career center, your local library, and/or online tools for self-exploration. MyNextMove.org is a free, online career exploration tool that uses keyword searches and an interest profiler to help you find your path to the right career. MyNextMove.org builds on resources provided by the U.S. Department of Labor and utilizes O*NET, a reliable source of occupational information.

Career Building Exercises and Networking

In Washington, D.C., you have unparalleled access to internships. These opportunities enable you to enrich your education with high-impact experiences and to apply classroom lessons in professional settings. SPExS internships polish your job search skills and professional abilities.

Fifty percent of the time, interns report that their professional experiences affirm their career aspirations. However, learning what you dislike in a position, organization, or field is equally valuable. So too is developing new skills, expanding your list of achievements, and building relationships with professionals.

The more internship experience you have, the more qualified you will find yourself for future career options. Therefore, your SPExS internship will help you explore a wide variety of opportunities and launch you into your the future career.

SPExS internship supervisors offer students challenging assignments as well as valuable industry and organizational insights. If you excel in your position, you can expect to walk away with tangible work samples, positive recommendations, and refined interpersonal skills. Perhaps you may even receive a job offer at the conclusion of your internship.

Online Identity: Preparing for the Search Virtually

As you prepare for the search, manage your online image to promote your professionalism and communications savvy.

Use Facebook and LinkedIn, as well as other relevant sites to promote your social networking skills. Always stay aware of what employers might find. Edit your online profiles and ask yourself, "Would I feel comfortable seeing this photo or story in my local newspaper?"

Some career advisors say the LinkedIn profile is your online business card, resume, and letter of recommendation all in one. Include social media on your resume when it highlights your professional self. Do not include it if your social networking profile is not relevant to the internship.

Networking is not just about who you know; it's about who knows you. If you use social media to your advantage, you will have a leg up on an internship.

THE APPLICATION PROCESS

I. Reflect & Research

Before the semester begins, reflect on your interests and needs. Consider your passion. What type of experience gets you excited? What matches your long term career goals? If you are certain about your ideal internship (unlike most students), apply early. For federal internships that may require a security clearance, begin your search months before the start of the semester. Many students choose to start applying to internships 3 to 6 weeks before the semester begins. Rest assured that students also arrive in Washington without an internship in place. Internship search support is actively available to you in Washington, DC.

II. Contact Sites

You will email your cover letter and resume to apply to most internships that interest you. In some cases, internship sites request interns to apply via an online form/application. Let potential employers know that you are in American University's School of Professional and Extended Studies, interested in interning at their organization, and would like to arrange an interview during the first week of your semester. Commit to an internship only if your internship professor approves of the position. (Most professors approve positions, assuming the work meets the standards of SPExS learning outcomes.)

III. Follow-up Inquiry

Internship sites often receive a huge volume of applications. Expect a delay in response; perhaps a site will reply more than a week or two after you apply. *Note that internship sites frequently do not reply to emails from applicants who may not be considered.* You may follow up your inquiry with an e-mail or telephone call when you arrive in Washington, DC (unless the internship application directs you otherwise). Check to be sure that the person you emailed is still in position. Take the initiative to selectively "cold call" organizations that excite you the most. The internship search requires significant effort and research. Managing that process in an organized way proves to be an important lesson.

Application Documents

Most internship sites require a one-page resume and a cover letter to apply. Many students have had little or no past professional experience. Rest assured that internships are available for students of all backgrounds. If you have limited professional experience, focus on your positive attributes. For example, highlight your skills as a hard worker, dependable assistant, and your interest in the organization's work.

Quality: When printing resumes to present to internship sites in person, use clean, conservatively colored, high-quality, American sized resume (8.5x11") paper. In hard copy, the paper and font must match the resume.

Length: Keep your resume and cover letter to one page each (unless you have an unusually extensive background). If you *must* go over one page, write on only one side of the paper

NETWORKING, NETWORKING, NETWORKING

The internship search provides opportunities to develop your career building skills. You will learn to network. Reach out to professionals in a variety of ways. Networking involves making connections and maintaining relationships with people who support you throughout each phase of your career. Your network of contacts may help you to choose the right career, find rewarding opportunities, develop your skills, and achieve your goals.

Networking may seem daunting at first, but start now by following these natural steps:

- Make your passions and goals known to peers, relatives, and professors and ask for guidance or referrals. Tell them you will intern in Washington, DC.
- Research your area of interest online, via the Internship Web and beyond. Frequent relevant web sites and identify contacts working in your chosen field. Connect with alumni of your home school and AU through social and professional networking sites including Facebook and LinkedIn.
- Put yourself out there. Meet new people at events on campus and throughout D.C. Attend receptions.
- Make yourself known by actively participating in on-campus organizations and professional associations related to your field.
- Build relationships and gain relevant experience by volunteering with organizations that match your passions and career goals.
- Arrange informational interviews with professionals in your field and ask about what they do, how they got there and what advice they have.
- Stay in touch with former supervisors and colleagues.

Seven Secrets of Successful Networking

1. Prepare an "elevator speech." When introducing yourself, be prepared to share your academic and professional achievements and intended goals within 30 – 60 seconds.
2. Act with confidence even if you feel shy or intimidated (take a deep breath!), and always speak passionately about your interests and accomplishments.
3. Communicate in a warm and sincere way. Learn people's names, make eye contact, and listen intently.
4. Follow through with referrals, and always thank your contacts in writing for their time and assistance.
5. Look for ways that you and your contacts can help each other, and build a reputation of being a resource for others.
6. Create a system for tracking contact information and notes.
7. Manage your "online image" and be cautious about what employers might find.

(Networking advice and secrets shared by AU Career Center advisors and School of Communication Professor Chris Palmer)

Create Business Cards

Make business cards to hand out while you are networking in Washington, DC. Provide your name, email, cell phone, online information (such as a portfolio or LinkedIn account), address, degree, major, graduation date and other relevant information on your card. In addition, you may choose to include your home school as well as your semester at American University. Get your business cards printed at any of these possible locations, for example: www.vistaprint.com, AU/UPS store on main campus, FedEx/Kinko's, office supply store (such as Staples, Office Depot, or another business). In addition to printing services, office supply stores sell specialized desktop printable business card paper that you can design and print yourself. (Note: the AU UPS Store sometimes has coupons for free business cards; look online.) Make sure your cards look absolutely professional.

Your Name
Your Major
Your Institution, Degree, and Graduation date

Your Address
City, State Zip
Your Telephone Number

Your Email
Web Site (if applicable)
Skype Name (if applicable)

SPExS INTERNSHIP WEB & SEARCH TOOLS

SPExS maintains a comprehensive Internship Web, your key to finding the optimal internship. We maintain internship records by emailing, calling, and corresponding with internship sites. While we manage Internship Web updates throughout the year, the most significant review occurs annually, during the summer. Due to the nature of internship supervisors' constant turnover in Washington, DC, a number of internship contacts may be outdated on any given day. When an email bounces back or a telephone number fails to connect, research extensively in order to find a responsive contact. Google the organization and search the web site for a possible internship description. Call the receptionist or any employee at the organization and introduce yourself.

Ask for an internship at the desired organization Expand your creative research skills to identify an internship in the Internship Web and beyond. Cold call internship sites where you have no contacts. Internship searching may present challenges but it also yields opportunities. Your internship hunting skills help to build your career search skills and confidence.

Start your internship search here: https://washingtonsemester-csm.symplicity.com/students/

Strengths of the Internship Web

- Maintains information for **recent and commonly held SPExS internship** positions
- Provides **a starting point** for the internship search
- Links to **evaluations of internship sites** from SPExS alums, as well as other great resources
- Lists the **organizations attending the bazaar**, approximately one week before the start of classes
- Supports internship and **job search skill development**

Limitations of the Internship Web

- **May contain outdated contact** information and thereby require users to research current contacts independently using internet research or cold calling
- **Lists limited** non-traditional areas
- **Does not always reflect up-to-the-day internship** availability and requires your networking
- Listings **do not connote automatic approval** from the internship professor

AU Career Web and Online Resources

You gain access to the AU Career Web when the SPExS semester begins. The AU Career Web software is similar to the Internship Web. The Career Web has over 10,000 employers and is accessible to all AU students.

In addition, you gain access to AU's Optimal Resume software, at no charge. When the semester begins, you will receive instructions for logging in to Optimal Resume by an email. The software helps you avoid getting hung up on margins, fonts, spacing issues, and other formatting nightmares. Simply select your style and follow the prompts to enter information into appropriate sections, which you can customize. View samples and suggestions to tailor your resume according to your career objective or intended field. See the links and more in the Career Web: www.american.edu/careercenter

SPExS INTERNSHIP WEB

Accessing the SPExS Internship Web
https://washingtonsemester-csm.symplicity.com/students/

You gain access to the Internship Web as soon as you have paid the program deposit. **Your username is the primary email you used in your application to the program (not your AU email).** Your password is emailed to you. You can reset your username and password after the initial log-in. If you forget your password, simply click "forgot password" on the landing page here https://washingtonsemester-csm.symplicity.com/students/ If you have login problems, email intern@american.edu.

Use the SPExS Internship Web extensively in your search. It serves as the hub of SPExS internship information. See this site: **https://washingtonsemester-csm.symplicity.com/students/**

1 Select "**Jobs and Internships**" from the screen navigation bar.

2 Make sure to select "Yes" in the drop down menu for "Most Responsive Internships", then click "Search". The internships in this category are sites that regularly host SPExS students.

3 Use keywords to narrow your search. Keywords can be used to find words in descriptions or specific job titles and employers. To search for a specific job title or employer make sure to put "quotes" around your search words.

Note: See the links to other web sites, including the document library, for valuable tools to help your internship search.

THE BAZAAR

A few days after students arrive on-campus, generally on the Monday during the first week of classes, SPExS hosts an Internship Bazaar. This networking event, similar to a career fair, gives students an opportunity to meet face-to-face with internship supervisors representing approximately 100 organizations.

Prepare for the internship bazaar, where many SPExS students land their positions. Before the bazaar, do this:

Plan your strategy.

- Come to the bazaar dressed professionally. Wear a suit if you have one.
- Bring 10 or more resumes on high-quality resume paper.
- Check the SPExS Internship Web the week before classes to see the list of internship organizations attending.
- Practice your elevator speech (brief introduction of yourself).

Consider the many internship positions available.

- Take the time to carefully consider each organization. The titles of the organizations do not always reveal the focus of the internships. See the SPExS Internship Web and do other research to gain complete information.
- Give yourself a chance to become familiar with a variety of the different internship opportunities available.
- A "bigger" name does not always lead to a "better" internship.

Introduce yourself and ask questions.

- Be prepared to answer this: "Tell me a little bit about yourself."
- Ask questions to get acquainted.
- Look supervisors in the eye and smile.
- Give a firm, professional handshake.

Describe what you are looking for in an internship.

- Be prepared to tell the organizational representative what you expect from the internship.
- Don't make assumptions; ask questions.
- Communicate with the organization.

Follow-up with internship applications.

- Write a thank you a note, send an email, or make a phone call, as appropriate.
- If you do not see your ideal internship at the bazaar, widen the type of possible internships you may consider.
- Reflect upon the broad skills that you will build in your internship.

RESUME WRITING

Your resume is your personal marketing tool to help you secure an internship. Tailor it to fit your individual needs and those of the organization to which you are applying. Honestly represent your experiences using expressive language to present your current and past responsibilities and the results you have achieved. Don't just tell, *show* your employer what you know.

Orient your resume around results and skills. Edit carefully. Even a single misspelling or error on your resume or cover letter can imply that you are careless and cut you out of an interview. Try reading your correspondence from the end to the top to catch errors you otherwise may not have noticed. Also, avoid using "I" in your resume.

Review the resume resources available at the AU Career Center here: www.american.edu/careercenter

DESCRIBING YOUR EXPERIENCES

Your experience section should highlight your accomplishments on the job and the skills you used. Do not be concerned if you have minimal professional history. Realize that everyone has to start somewhere. Employers consider experience, paid or unpaid, formal or informal.

HIGHLIGHT YOUR UNIQUE SELF

Show the employer the unique experiences and abilities that make you distinctive. For example, students with an international background may highlight their language skills and knowledge of foreign cultures; athletes may mention their sports activities.

USE "PAR" STATEMENTS

An effective resume uses dynamic language tailored to the position. Quantify your experience to convey the size or scale of projects, budgets, and results. Using action verbs, describe your accomplishments with "Projects, Actions and Results" (PAR) statements.

See this example of a resume statement revision using PAR:

- CSIS student interning at the IT help desk at a small computer software company.

(Project) To identify common problems experienced by customers
(Action) Collaborated in a team of three to develop a software tracking system using Facebook
(Result) Decreased the time for customer complaint resolution by 30%

- *Collaborated in a team of three to develop a software tracking system using Facebook. Identified common problems experienced by customers, decreasing the time for customer complaint resolution by 30%.*

Instead of this, *responsible for recycling program,* use a PAR statement to write this:

- Developed and implemented a comprehensive recycling program now serving as a model for non-profit agencies nationwide, saving one ton of waste and $1,000.

Instead of saying you *possess good writing skills,* mention that you:

- Wrote articles for bi-weekly arts newsletter with a distribution of 10,000.

As a part-time food server you did not merely *carry food to tables*, you may have accomplished this:

- Resolved customer complaints as well as successfully trained 5 new employees on customer relations.

Babysitting involved more than sitting by the pool, for example, you may have done this:

- Cared for toddlers seven days a week in order to finance your higher education.

RESUME WRITING

TRANSFORM PASSIVE DESTRIPTIONS INTO STRATEGIC PHRASES

ACTION VERBS

accomplished
achieved
acquired
acted
administrated
advertised
advised
advocated
aided
analyzed
anticipated
appointed
appraised
arbitrated
arranged
assembled
assessed
assisted
attained
authorized
bolstered
briefed
broke
built
chaired
classified
collected
communicated
completed
conducted
constructed
consulted
contracted
controlled
coordinated
counseled
crafted
created
critiqued
decreased
defined
delegated
demonstrat-ed
designed
determined
developed
devised
directed
discovered
distributed
drafted
edited
educated
elected
engaged
engineered
enlisted
established
evaluated
executed
facilitated
familiarized
financed
fostered
founded
grew
guided
handled
hired
implemented
improved
incited
incorporated
increased
influenced
informed
initiated
inspected
installed
instructed
integrated
interviewed
invented
investigated
learned
maintained
managed
met
monitored
motivated
negotiated
observed
operated
organized
oversaw
participated
performed
persuaded
planned
prepared
processed
produced
programmed
projected
promoted
publicized
published
purchased
qualified
raised
recommended
reconciled
recorded
recruited
rectified
reduced
reported
researched
resolved
reviewed
revised
selected
sold
strengthened
studied
summarized
supervised
taught
trained
updated
won
wrote

RESUME TEMPLATE

Name
Email Phone Address

EDUCATION
American University, Kogod School of Business **Washington, DC**
Bachelor of Science in Business Administration *Expected Graduation Date*
Specialization: Various; Minor: If Applicable
GPA: Various

EXPERIENCE
Organization Name **Location**
Title *Dates*
Specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties
See above
See above

Organization Name **Location**
Title *Dates*
Specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties
See above
See above

ACTIVITIES AND MEMBERSHIPS
Organization Name **Location**
Title *Dates*
Specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties
See above
See above

Organization Name **Location**
Title *Dates*
Specific and relevant accomplishments, projects, or experiences beginning with action verbs related directly to the job description and expected duties
See above
See above

COMPUTER AND LANGUAGE SKILLS
Computer: Listed proficiency in software and/or programming
Language: Listed proficiency in languages including level of mastery

RESUME SAMPLE: Washington Semester

LATOYA E. JONES
lj1234@american.edu cell: 202-555-0000

Local Address
American University
Letts Hall 107
4400 Massachusetts Avenue, NW
Washington, DC 20016

Permanent Address
5050 Adams Street
Pomono, NY 09876

EDUCATION
Bachelor of Arts, Communication, May 2012
University of Mary Washington, Fredericksburg, VA

Honors: Alpha Phi Alpha Fraternity Youth Scholarship (2011), Excellence in Writing Award (2012)

Relevant Courses and Projects:

Writing for Mass Communication: Interviewed 15 local entrepreneurs for 250-word feature article on management consulting

Reporting, Editorial Policies and Methods: Analyzed and compared journalistic styles in the Washington Post, *Washington Business Journal and Washingtonian Magazine*

SPECIAL SKILLS

Computer: Proficient in QuarkXPress, Photoshop, Microsoft Office Suite, LexisNexis, Paradox, iMovie

Language: Fluent in Spanish, basic knowledge of French (oral and written)

EXPERIENCE

Hughes Residence Hall Council, Secretary, American University, Washington, DC, January 2010 - present

- Plan 12 social and cultural events per semester for 300 freshman and sophomore residents
- Develop marketing strategies for annual semiformal, aiming to increase attendance by ten percent and reduce costs by $800
- Edit weekly four-page newsletter, The Hughes News, distributed to 300 residents

Good Hope Camp, Counselor, Severn, MD, May - August 2009

- Designed and implemented 10 weekly social, recreational, and educational activities for 50 teens, ages 13-18
- Trained five junior counselors in camp procedures
- Interacted with parents during regular weekend visits throughout summer

ACTIVITIES

Member, Writer's Guild, American University, Washington, DC, January 2009 - present
Volunteer, So Others Might Eat, Washington, DC, September 2008 - present

RESUME SAMPLE: Graduate Gateway

ASHLEY DeSALLE
4800 Nebraska Avenue NW, Washington, DC 20016
1 Grove Drive, Rose, New Jersey 07450
Ashley@hotmail.com 202-555-5555

EDUCATION

American University, Washington, DC (Fall 2012)
Graduate Gateway Program, Journalism

Rutgers University, New Brunswick, NJ May 2012
Art history and Italian culture

ACHIEVEMENTS

Rutgers University's Dean's List (all semesters)
National Honor Society (fall 2010– 2012)
Featured front page and investigative reporter for RU biweekly student newspaper

PROFESSIONAL EXPERIENCE

Special Olympics International, Washington, DC
Intern, Communication and Public Affairs Department (January – May 2012)

- Researched, wrote, and edited 20 articles for quarterly magazine with circulation of 5,000 and official Special Olympics web site
- Conducted 15 interviews, gathered information, and wrote summaries for monthly 10-page internal newsletter distributed to staff of 300 throughout US

Ketchum Public Relations, New Brunswick, NJ
Intern, Public Affairs Department (September – December 2011)

- Designed and assembled information packages; participated in brainstorming sessions
- Prepared media conference information and placed follow-up calls to maximize news coverage
- Monitored news sources and pitched story ideas to media in healthcare, technology, political, and financial fields

The National Portrait Gallery, Washington, DC
Intern, Graphic Design and Special Exhibit Department (Summer 2010)

- Created bi-weekly story boards displayed at gallery entrance to inform gallery visitors about upcoming films and special events
- Designed gallery and special exhibit brochures
- Planned and executed preliminary and final phases of six special exhibits

COMPUTER SKILLS

Working knowledge of MS Word, Excel, Access, PowerPoint, Adobe Page Maker and Photoshop

VOLUNTEER EXPERIENCE

Public Relations Student Society of America (September 2008 – present)
Spina Bifida Association of Bergen-Passaic County, NJ (May – August 2010)
Ridgewood Special Services Home and School, Ridgewood, NJ (October – December 2011)

RESUME SAMPLE: Washington Semester

RICARDO VALENTINI

Current Address:
Capital 203
American University Tenley Campus
Washington, DC 20016
Telephone: (202)895-5900
Email: rv0987a@american.edu

Permanent Address:
9 Avedina Uruguay
Buenos Aires
Argentina
Telephone: 541-657-8970

EDUCATION

University of Buenos Aires, Buenos Aires, Argentina November 2012 (expected)
School of Business, Licenciatura (advanced bachelor's degree) in Business Administration
Concentrations: Marketing and Management

American University, *Washington Semester Program*, Washington, DC August 2011-present
International Business and Trade Semester

EXPERIENCE

Assistant Manager, *Pizza de Colombus*, Buenos Aires summers 2009-2010
- Trained and supervised crews of 15-30 employees, emphasizing customer service.
- Developed and implemented advertising promotion campaigns in radio and direct mail campaigns.
- Resolved customer complaints successfully through negotiation.

Salesperson, *La Ropa de Jacob (Sportswear)*, Buenos Aires 2008-2009
- Applied selling skills, working on a commission basis, to identify and satisfy customer needs.
- Maintained weekly inventories and organized window and interior displays.
- Developed a strong interest in marketing and management.

Student Assistant, *Marketing Department,* University of Buenos Aires 2009-present
- Grade papers and exams for a marketing professor.
- Work 10 hours/week to cover non-tuition expenses.

Prior experience includes work as a busboy and waiter, truck driver, and laborer.

HONORS AND ACTIVITIES

Intermediate Honors, Marketing Society, soccer, swimming.

LANGUAGES AND COMPUTERS

Spanish: native tongue, English: fluent, Italian: proficient. Internet; Excel, QuatroPro; WordPerfect.

INTERESTS

Enjoy sailing and have sailed from Mar del Plata to Rio de Janeiro.

RESUME SAMPLE: Mentorship

Sally Pickett
6 Pine Street, Arlington, VA 12333
home: 202.555.5555
cell: 240.486.2222
email: sally.pickett@mac.com

Education
American University, Washington, DC, Fall 2012
Washington Mentorship Program

Arlington High School, Arlington, Virginia, 2011

Experience
Yearbook Editor, *The Elms,* Arlington High School, Arlington, Virginia, September 20010- June 2012
- Oversaw layout and production of all six sections of 200-page yearbook distributed to class of 500 students
- Selected and supervised staff of 35
- Wrote 25 articles for five sections, including Sports, Clubs, and Senior Profiles

Pet Sitter, Families, Arlington, Virginia, 2010 - Present
- Provide pet sitting services including dog walking, feeding and yard care to 4 families
- Maintain friendly relations with neighbors to ensure positive relationship

Child Care Provider, Families, Northern Virginia, 2009 - Present
- Provide child care for several families after school, weekends and during school vacations.

Achievements
- National Honor Society: 2009, 2010, 2011
- Academic Honor Roll: 2008 - 2011

Volunteer Experience
- Habitat for Humanity
- Arlington Literacy Program
- Race for the Cure

Activities and Membership
- Member of Arlington High School Tennis Team
- Member of Girl Scouts
- Piano

Computer Skills
- Proficient with Microsoft Word, Excel, PowerPoint, Social Media and Internet

WHAT IS A COVER LETTER

A cover letter serves to introduce you to a prospective internship site. It demonstrates your clear and persuasive writing. Your cover letter should forge a link between the skills outlined on your resume and the actual needs of the organization. It need not simply restate the contents of your resume. Instead, it should enhance your resume by detailing the way in which your skills and background directly match the requirements of the position. It must show that you are a good fit with the office.

COVER LETTER RULES

- **Limit the letter to one page**
  Keep it simple and to the point. Note: Spelling and grammar must be perfect. Have someone who is knowledgeable review your letter and provide feedback. Match your font to your resume.
- **Research the organization carefully**
  Demonstrate in your cover letter that you appreciate and understand the organization's principal activities. Show that you possess the skills necessary to do the job for which you are applying by highlighting an experience or achievement that you think would interest the reader.

COVER LETTER TEMPLATE

Your street address
City, state, zip code
Your phone number
E-mail

Date

Mr./Ms. Individual's name
Title
Company name
Street address
City, state, zip code

Dear (Ms. or Mr.) Individual's Last Name:

Paragraph 1: State why you are writing, how you learned of the organization or position, basic information about yourself, and your status in SPExS. If you are writing at the suggestion of someone who knows the addressee, this is a good place to say so. Draw attention to your knowledge of the company or organization and to your resume.

Paragraph 2: Tell the organization what you like about them. Spell out exactly (through examples) how your experiences, skills, and education fit the position and can benefit the company. Use the position description to give you guidance to focus this paragraph.

Paragraph 3 (optional): Should be used only to describe further what you can bring to the position and organization. It is an extension of the theme of paragraph two.

Paragraph 4: Indicate that you are enclosing your resume. Reiterate your interest in the position. State your next course of action (e.g., contacting the employer within 7–10 days to check on the status of your application). Thank the reader for their attention and consideration. Say that you are looking forward to hearing from the potential employer and provide a phone number and e-mail address where you can be reached.

Sincerely,

(Y*our signature)*

Your name (typed)

Enclosure(s)

SAMPLE COVER LETTER

Mary James
1234 Georgetown Rd.
Rockville, Maryland 20812
301-555-8655
maryjames@american.edu

January 12, 2013

Ms. Gladys Williams
Administrator
Smith & Associates Inc.
10000 Brooklyn Avenue
Rockville, MD 20852

Dear Ms. Williams:

I am writing to apply for the position of Research Assistant at Smith & Associates as advertised at www.Idealist.org. I am a student at American University with an intended major in psychology, and I am participating in the Washington Mentorship Program in Fall 2013. I am seeking a two day per week internship position, in the area of psychological or sociological research, and am particularly interested in child welfare issues.

My most extensive research experience was in my senior year of high school. For my Senior Project, I set out to design, conduct, and analyze a research study at the Empower Program, a nonprofit organization that works to end violence against women. I would like the opportunity to study statistics and research methods in depth, as well as to design additional research projects. I also have a passion for child welfare. While in high school, I initiated and organized Child Abuse Education Week. The week included a bookstore display, a fundraiser, and two local speakers. My greatest accomplishment for the week was to bring Dave Pelzer, author *of A Child Called 'It', The Lost Boy*, and *A Man Named Dave* to speak at my school. I helped advertise the highly successful event. The various skills I sharpened during my internship would be assets within your organization.

Through my experiences, I have developed strong research, writing, organization, and analytical skills. With these skills, as well as my interest in both research and child welfare, I would welcome the opportunity to join your organization as an intern. I believe that you will find me to be an extremely dedicated and competent intern. My resume is attached. Thank you in advance for your consideration.

Sincerely,

(signature)
Mary Owens

SAMPLE COVER LETTER

111 Raisin Drive
Wesley, WI 09812
292-888-7654
swilliams@hotmail.com

January 10, 2013

Mr. John Bevins
CBS Television Network
Human Resources
51 West 52nd Street
New York, NY 10019

Dear Mr. Bevins:

As a Journalism student in American University's Washington Semester Program, I am focusing my education on working in news, non-fiction and documentary television production. I am seeking an internship with CBS and will be available to work two full days per week in Spring 2013.

Through my minor in International Politics at Centre College, I have both knowledge of as well as and interest in public affairs, politics and international relations. Through coursework in both visual communications and foreign policy analysis, I have developed skills in written, oral and multimedia expression as well as analytical skills - all critical to working in the news and non-fiction television industry.

As a production assistant for Story House Productions in Lexington, Kentucky, I worked closely with journalist Peter Bergem (CNN Terrorist expert and author of Holy War, Inc.) as well as the executive producer and producer researching global terrorism for the Discovery Times Channel feature, Al Qaeda 2.0. Because of the small, intimate nature of the company, the producers relied on me to fill multiple roles without being asked and with minimal supervision, giving me a diverse exposure in television production. I have experience working in a high-pressure, results-driven environment.

I have enclosed my resume and I am available to intern two full days per week. If you have any questions or need additional information, please contact me at 292-888-7654 or by email at swilliams@hotmail.com. Thank you.

Sincerely,

(signature)

Sarah L. Williams

WRITING PROFESSIONALLY

E-MAILS

Practice professional communication always. Err on the side of formality when emailing. Address a supervisor not by his/her first name, rather use the title, unless otherwise directed. Respond promptly to e-mail messages, even if your reply simply conveys receipt of a message. Using short lines and paragraphs makes e-mails easier to read. Write the "subject" line with concise and informative language that allows the recipient to file, prioritize and retrieve easily. Also note that writing in all UPPERCASE or **bold** letters is considered **SHOUTING** at the recipient. Use your american.edu email address to apply to internships.

THANK YOU LETTERS

A thank you letter is an essential follow-up step to an interview. A handwritten note is especially effective. It is your chance to present yourself again and to answer or address specific concerns raised during the interview about whether or not you have the qualifications the organization is seeking. You may also use your letter to mention a specific area of related expertise that you did not have an opportunity to discuss in the interview. The thank you letter (not required) is a courtesy that is noticed by interviewers. You may fax or e-mail your letter if you know that the hiring time line is drawing to a close. It is important to send your letter as soon after the interview as possible.

WRITING SAMPLES

Solid writing skills may help you secure a high-quality internship. Writing samples allow a supervisor to judge your ability to convey a written message. Consider submitting a paper that earned you an "A". Or, use another strong writing sample, such as your college admissions essay, an article, or a blog entry.

Show an understanding of a relevant issue area in your writing sample. If possible, submit a sample that addresses the issues you will be working on in the position you desire. A writing sample can make or break your application, and it's important to choose wisely.

- **Style & content:** When choosing a writing sample, consider the type of writing you will do in the internship you seek. For example, you should not submit a long research paper for a position that will require you to write issue briefs and policy memos. Consider the context and submit a piece that represents the style you will use in the position.
- **Spelling and grammar**: You have no excuse for spelling and grammatical errors in a writing sample. Be sure to proofread the entire piece and have a trusted friend or colleague double check your work.
- **Length:** If the employer does not specify a desired length, choose a writing sample that is 2-5 pages long. The writing sample does not need to be a complete piece of work. You can highlight a short section of a longer paper and provide context to the reader with a brief paragraph about the topic of the paper and perhaps the course.

WRITING PROFESSIONALLY

SAMPLE E-MAIL

Dear {inset name here}:

Please accept the attached cover letter and resume as an application for an internship in your office {insert name of office}. I am particularly excited about the work that you do {insert topic of work of the organization}. I look forward to speaking with you soon about an internship during the {insert the semester and the year} as I participate in American University's School of Professional and Extended Studies. Thank you in advance for your consideration.

Sincerely,
{insert your name here}

ATTACH COVER LETTER (.pdf or .doc) ATTACH RESUME (.pdf or .doc)

SAMPLE THANK-YOU LETTER

Title
Organization
Address
City, State, Zip Code

Dear {insert name here},

Thank you for taking the time to talk with me today. I enjoyed hearing about {insert organization name} and the responsibilities of the position. I am extremely interested in working with you and becoming a part of your team.

My conversation with you has confirmed my interest in the field of {name of field} and in joining your organization for the semester. My experiences have prepared me for this role, and I am eager to apply what I've learned to help with your upcoming projects.

If you need additional information, please do not hesitate to call at {insert number} or email {insert email}. Thank you again for your consideration and time.

Sincerely,

Your Name

INTERNSHIP FOLLOW-UP

SAMPLE FOLLOW-UP

After you apply for an internship, follow up on your application. Call a few of your favorite internship sites (unless otherwise directed) and begin your call with this opener, preferably in a conversation and not in a voicemail.

> My name is {insert name here}, I am calling to follow up on my application for an internship in your office. Are you available to speak briefly with me about the status of my application as well as the position?

Also, you may choose to selectively email follow-up(s) to your top internship sites. Your follow-up email might indicate this, for example:

> I am writing to follow up on my application to an internship in your office {insert reason}. I emailed you on {insert date} with my resume and cover letter. Are you available to briefly speak with me about the status of my application as well as the position?

You may follow-up one or more times before you hear from an organization.

Creative Research and Networking

If the position listing in the SPExS Internship Web or in another posting contains outdated contact information, do not be deterred. Research the organization online and/or call the site. If an office has no available positions at the time of your inquiry, then ask the supervisor if s/he can refer you to a colleague who may have an opening in the field. Develop professional tenacity. *Persistence may be one of the most valuable skills you develop on the internship search.* (Note: SPExS seeks to maintain current contact information for internship openings, but the high volume of turnover in offices presents challenges to that end.. When the search presents obstacles, this is an opportunity to refine your creative networking skills.)

What happens if I don't get an internship?

You will find an internship. If you don't get an internship by the established deadline, however, you must widen your internship search criteria and identify a position within your reach. If, for example, you hoped to confirm an internship in investment banking, but you have received no responses to the many internship applications you submitted in that field, you may not yet possess the qualifications required. Many internships, such as those in business, require a significant level of experience.

If you have not yet attained the required qualifications in your area of interest, build your broad professional skills in a different, but related, area. Thus, instead of securing an internship in investment banking, you may re-direct your search so you may secure a position in marketing. *Consider the transferable skills that you may gain from any professional internship.* Your experience honed in a marketing position will help you build the skills that you can segue into your future work in promoting investment options to clients.

Also, many internships help students develop skills such as these: cross-cultural communication, interpersonal, organizational, technology, project management, writing, and many others. If you do not secure a position by the deadline, seek advice from your internship professor and the SPExS internship office. They will help you redirect your search, so you may achieve a successful outcome.

THE INTERVIEW

The internship search helps you build skills you will frequently use in your professional career for years to come. Practice interviews. Strive to go into the interview confident in your ability to answer typical questions, knowing the organization well, and having considered why your skills will make you the ideal intern.

PHONE INTERVIEW

Phone interviews present challenges due to the lack of visual cues and personal interaction; thus practicing, by phone, can be very helpful. Have a quiet space, preferably alone, in which to do the interview. Check your phone and reception. Use a land line phone if possible. Also, have a copy of your resume and cover letter in front of you and take notes.

COMMONLY ASKED INTERVIEW QUESTIONS

Background and Skills

"Tell me about yourself."
Make a short, organized statement of your education and professional achievements and goals. You may also give additional information to highlight your broader experiences, personal interests, and knowledge, also known as the elevator pitch.

"What are your greatest strengths?"
Give concrete examples to demonstrate that you have skills that the organization values. It might be research and writing skills, interpersonal skills, or it might be creativity and communication skills.

"What is your major weakness?"
Be positive; turn a weakness into a strength. For example, you might say: *"I sometimes I over-research topics for papers that I have to write, but I have recognized this and have started to give a better balance to time devoted to researching vs. writing."*

"What are your hobbies?"
The interviewer may be looking for evidence of skills or traits outside of your professional experience to see if you are a "well-rounded individual." You might not only mention them but offer an explanation of your interest.

Organizational Fit

"Why do you want to work here?"
Show the interviewer your interest in the organization and share what you learned about the job, the organization and the field through your own research and how it relates to your professional skills.

"What are your career goals?"
The interviewer wants to know if your plans and the organization's goals are compatible. Be specific about where you could see yourself several years from now. It is OK to acknowledge that you do not know specifically, but that you hope to be working, for example, in Latin America on development projects.

THE INTERVIEW

Willingness To Perform

"Do you prefer to work by yourself or with others?"

The ideal answer is one of flexibility. However, be honest. Give examples describing how you have worked independently as well as with others.

"Give me an example of how you overcame a significant challenge."

You may describe a personal situation such as overcoming family events, showing how you persevered and made the best of a tough situation. You may also describe a group setting of conflict and you helped to steer not only yourself out of that conflict but led others to move beyond the conflict situation.

Questions For The Supervisor

Do you have questions for me?

Always say yes. Do not pass up this opportunity to get more information about the position, the office environment, and your potential supervisor. Ask people what they like about their jobs and their own career paths.

About the position:

What would be my primary duties if I were selected for this position? How much of my day will be spent on my own in front of the computer vs. other activities? Do interns have the opportunity to sit in on meetings with other offices or organizations?

About the office environment:

Inquire about the extent to which employees work in teams or collaboratively vs. on their own? Is it typically fast paced and hectic or slower moving and quiet?

DRESS FOR SUCCESS

Dress to impress when you meet an internship site supervisor. When a professional meets you for the first time, s/he will form an immediate opinion of you based on what s/he sees. First impressions are lasting. S/he will notice what you are wearing and how you present yourself. When you meet a potential employer, this is not the time to don your favorite clubbing outfit, eye-brow raising skirt, or fashion trend-setting ensemble. Whether you are meeting an employer at an event (such as a job fair, internship bazaar, networking reception, panel presentation) or during an interview, follow the tips below.

WOMEN

Business Attire

Solid, dark suit (black, charcoal gray, navy blue) that is plain or has a subtle pattern and texture

Tailored jacket that compliments your shape; perfectly hemmed pants; or skirt at, or one inch above, your knee

Crisp, collared shirt; knit shirt; or silk camisole

Polished flats or closed-toe heels (black or brown) with pantyhose or tights

Business Casual

Dress or tailored separates, such as slacks, skirt, blouse, sweater, sweater set, or jacket

Stylish flats or closed-toe heels with pantyhose or tights

No-no's for Women

Cleavage, bra straps, sleeveless shirts, mini skirts, stilettos, excessive makeup or perfume, and distracting jewelry

MEN

Business Attire

Tailored, dark suit (black, charcoal gray, navy blue) or subtle pattern (pinstripe)

Pressed, long-sleeved shirt (white or conservative, solid color)

Silk tie with subtle colors or pattern

Polished dress shoes with dark socks

Business Casual

Suit without a tie

Dress pants or pressed khakis with leather belt

Collared or knit shirt, sweater, or blazer

Polished dress shoes with dark socks

No-no’s for men

Earrings or other distracting jewelry, excessive cologne, unkempt facial hair, and improper hair dos

For your interview, wear your most professional outfit (a suit, if you have one). During your interview, get a sense of the dress code for the office. In general, many offices in Washington, DC are “business casual” and may not require you to wear a suit every day.

INTERNSHIP DECISION-MAKING

ACCEPTING THE POSITION

When you receive an internship offer, thank the internship supervisor with your natural appreciation. Accept the internship if you are happy with the position. If you are uncertain about the position however, we recommend that you respond with your interest, but request time to follow through on program requirements as needed. Proceed with additional interviews that you may have scheduled. If you remain unsure about a position, perhaps delay an answer so you may have time to evaluate all options.

TURNING DOWN AN INTERNSHIP

Occasionally, students feel uncomfortable rejecting an internship offer from a respectable internship site, even if the position is not a good fit. Learn how to communicate your decision to professionally reject an internship offer, even if the communication comes as a challenge. Many SPExS professors require students to have at least three interviews before making an internship decision. That allows students to rely on the program to buy time, and it reminds organizations that the internship -- including the search -- presents an educational experience.

You may choose to call the employer to communicate your decision to turn down the offer since you may have established a personal rapport. Or, you may choose to send an email as follows:

Dear {insert name here}:

Thank you for taking the time to speak with me recently about a possible internship in your office. I enjoyed hearing about {insert name of organization here} and the work you do. While I was happy to learn about your organization and the internship, I have an internship offer that better suits my needs. Thus, I have decided not to accept your kind offer for an internship in your office at this time. Thank you again for your consideration.

Sincerely,

Your Name

TIPS FOR INTERNATIONAL STUDENTS

BE CONFIDENT

International students will intern in an office and gain great insights into American culture. As an international student competing for a position against American students, display your competitive edge by demonstrating your independence, tolerance, open-mindedness, maturity, and international perspective, which are all highly desirable qualities to emphasize on your resume.

Some international students underestimate their skills and qualifications. You may feel uncomfortable "bragging" about yourself, but Americans feature their brightest accomplishments in resumes and cover letters (you should too).

RESUME WRITING

Difference between a CV and a Resume

A Curriculum Vitae (CV) is similar to a resume, but is used primarily when applying to teaching or research opportunities. The CV is designed to highlight an individual's educational history and academic achievements. Unlike CV, which may has multiple pages, a resume is usually limited to one page that focus on work experience and especially the detail of the tasks.

How to indicate your international status

Cite your permanent international address on your resume to communicate your foreign status without directly naming your citizenship. Also indicate a local address in the US if you have one.

Avoid Mistakes

Type your correspondence; do not handwrite your resume and cover letter. Do not indicate your date of birth, citizenship, race, marital status or submit a photo in your correspondence. This information is irrelevant and potentially damaging to employers since, by US Equal Opportunity laws, employers cannot make hiring decisions based on this criteria.

DURING THE INTERVIEW

When to mention your visa status

Some international students worry about the appropriate stage in the job search to discuss their visa status and work authorization. Unless the employer asks directly, the best time to bring this up is right before the employer offers you an internship, not during the interview.

LEARNING FROM THE INTERNSHIP

EFFECTIVE INTERNSHIPS

From your interview to your exit, actively listen and reflect what you hear. Be inquisitive. Ask questions for clarification. Keep your supervisor informed about your progress and activities. Seek feedback and receive it in a gracious, professional manner.

Initiate

Don't wait for assignments during a lull. See what needs attention and offer to help.

Respect

From the executives on down, show respect for all of your colleagues and value each person's contributions.

Reflect

Take the time to think about what you're learning—not just about the organization, industry, or projects, but about yourself.

Thank

Appreciate the opportunities and support that you receive throughout your internship and always send a farewell message to your colleagues, not just your supervisor, extending your gratitude for the experience. In turn, your supervisor may show thanks to you by offering a letter of recommendation for you to share with future employers.

At every stage, the internship experience presents an opportunity to teach you new skills and insights about yourself as well as the real world. You may spend the first few weeks getting acquainted with your co-workers and familiarizing yourself with office protocol. During the introductory phase, you may encounter limited opportunity for creative input. As time passes however, the nature of assignments may change and the level of responsibility may increase. Ask for more assignments and contribute your ideas. Find mentors and make sure the staff need you as the go-to intern. As you adjust to the office, realize that many interns (and many staff members) perform a certain amount of clerical work. Program standards require that clerical duties are limited to a maximum of 40% of your work. You internship will be what you make it.

POSSIBLE CHALLENGES

As with any learning experience, you may encounter challenges in your internship. In fact, a challenge may present your greatest professional learning opportunity. Address any concerns using sound judgment and clear communication. If you need support, reach out to your internship professor.

ESTABLISHING A STRONG WORK ETHIC

Establish a strong work ethic from the very beginning. Follow the policies, rules and regulations of the office within which you are working. Do not use the office computer, internet, printer, fax, and office supplies for personal reasons. Treat your internship experience like a real job because it is one; take nothing for granted. Always be on time.

Value and nurture the most important relationship in your internship, the one between you and your direct supervisor. Your office supervisor (not another intern, receptionist, representative, or senator, for example) determines your assignments. Remember that your supervisor will be recommending a grade for your internship experience. Your conduct on the job will have a significant impact on your final grade.

INTERNSHIP LEARNING OUTCOMES

What will you learn in the SPExS internship? In addition to improving your resume, expanding your network, gaining professional experience, and understanding the real world, you must demonstrate learning outcomes. At the successful conclusion of the internship, you must display the following internship learning outcomes:

- Demonstrate the ability to analyze and interpret ideas by drawing on theories, concepts, research, and hands-on experiences
- Show reasonable judgment when facing professional challenges and seek assistance from your internship professor as needed
- Demonstrate knowledge of and experience in the field of expertise
- Demonstrate enhanced ability to effectively communicate ideas in writing and orally
- Show greater self-awareness
- Demonstrate enhanced knowledge and skills to pursue further professional goals
- Develop intellectual curiosity that will serve as the foundation for life-long professional learning

FREQUENTLY ASKED QUESTIONS

May I wait until I get to DC to confirm an internship?

Yes. Many students prefer to have face-to-face interviews with internship offices to ensure a good fit with the site. However, note that you may miss some internship deadlines if you wait to secure your internship until the semester begins. If you have a specific idea about where you want to intern, then apply for an internship as early as possible.

What if I don't hear back on the applications that I submitted?

Unfortunately, many internship sites do not reply to each application received. Unless the site organization indicates otherwise, follow-up on pending applications with a phone call or send an updated copy of your cover letter and resume. Focused students with a high level of experience may only need to apply to one site. Open minded, flexible students sometimes apply for as many as 25 or more internship positions before they secure one. Occasionally, open minded students may apply to 50 or more internships.

How do I follow-up?

Most sites expect you to follow-up with an email or phone call after you submit your application. Be sure to note when you applied and the specific position. Offer a reason for follow-up. You may wish to convey tone of the following, for example: you have arrived in Washington, DC, would like an interview, or can begin interning on a certain date.

FREQUENTLY ASKED QUESTIONS

May I complete more than one SPExS internship during my semester in Washington, DC?

No. SPExS only recognizes one internship placement per student. You may engage in a secondary internship, service learning, or volunteer position to gain additional experience, but this would not be recognized by SPExS as a credit-bearing internship experience.

May I intern more than two days per week in WSP or WMP?

No. Some organizations request that interns work more than the standard two days per week. You are unable to commit to working at a certain time on seminar days because the seminar schedule frequently changes based on guest speaker availability. SPExS seminar classes are the priority on seminar days. You may choose to give-up your free time to intern in the evenings or on weekends.

Does SPExS approve of "virtual" internships?

SPExS does not prohibit virtual internships. However, internship professors approve each internship on a case-by-case basis on the merit of each position. Students reap the most substantial benefits from face-to-face interactions with supervisors, colleagues, and peers. Students who choose "virtual internships" should only accept a virtual internship if they are aware of the costs and benefits of the experience.

May I switch internships if a "better" position comes along?

No**.** When you accept a position you are making a commitment to turn down the other opportunities, and the internship organization is doing the same. It would be unprofessional for either of you to renege on your commitment. You may switch internships only if the internship professor agrees that conditions merit a change.

May I find an internship outside the Internship Web?

Yes. You may search for internships in two places: the hidden market and the open market. In fact, we encourage you to search in both places. You may discover positions that are not publicly advertised by tapping into the hidden market. Once you find a position, your likelihood for success is often greater because of the existing relationship that you or someone you know has with the employer. Competing with a smaller applicant pool also helps. The applicant pool tends to be larger for positions that are publicly advertised. Use the methods below to find internships and jobs in the open market:

- Log into AU Career Web and search for positions that are specifically posted for AU students and alumni.
- Tailor your search according to industry or occupation through specialized sites including Idealist for nonprofit positions, USAJOBS, and others.
- Search more broadly on general sites including Indeed and Craigslist.
- Target specific openings listed on organizations' Web sites.

Do I have to intern in my field of study? For example, if I study foreign policy, does my internship have to relate to foreign policy directly?

You can choose a rigorous internship in any field. However, you may benefit more when you can make connections between your field of study, seminar course and the work you are doing in your internship.

FREQUENTLY ASKED QUESTIONS

How do I address correspondence to internship supervisors?

Keep the tone and format of your internship correspondence professional. Err on the side of formal when addressing internship supervisors. Call your supervisor Mr., Ms., or Dr. Avoid doing mistakes such as the following: email addresses that seem unprofessional, slang, and emoticons. Make sure you use clear and concise subject lines in your emails. For example, write this in the header: "Internship application for international affairs position" Further, you should send your cover letter and resume in a standard format, such as PDF or in MSWord.

Are supervisors concerned about my absence from the office during my WSP international travel?

Be honest and clear about your schedule with potential sites. While some sites may consider your internship absence a deal-breaker, many sites have been very friendly with WSP travel schedules.

Should I apply even if I missed the deadline?

You are free to apply to internships even if you missed the deadline. While your chances of getting that internship may be small, an organization could have an unexpected change, such as a student dropping from a position. Even though possible for you to attain a position at an organization with an expired deadline, you should invest most of your energy applying to more viable openings.

Should I apply even if they require a full-time intern?

Apply to the organization requesting a full-time intern if you have serious interest in the organization. While possible that the organization may not consider you, the worst thing they can do is be non-responsive or say no.

When may I begin interning?

You may begin the first week of class (or even earlier in some cases). Normally students begin interning during the second week of classes.

What is my weekly schedule?

SPExS Program	Internship	Seminar
WSP	2 days	3 days
GG	3 days	2 days
Mentorship	2 days	3 days
Summer	4 — 4.5 days	0.5 days

INTERNSHIP DUTIES FORM & THE EVALUATION

Internship Duties Form

The Internship Duties Form must be completed during the first two weeks of the semester. It gives your internship site, your professor, and you the opportunity to define your learning objectives together. It outlines your primary projects for the semester. It needs to show that your work is at least 85% substantive (and a maximum of 15% clerical). You need to intern an average of 16-20 hours per week.

Login to complete your Internship Duties form via your application link here, <https://applyws.american.edu/applications>, after you have confirmed the internship. (Note: the internship professor has the authority to approve or reject the internship, based on the rigor of the position.)

Internship Evaluation

You receive a grade for the academic internship seminar class. You will be assessed on the assignments performed for the internship class (refer to your syllabus), as well as by your internship site. Internship sites evaluate your performance via an evaluation form: your supervisor's assessment of your performance factors into approximately 50% or less of your internship course grade. The supervisor must respond to these questions online. SPExS will prompt supervisors to answer the questions below.

INTERNSHIP EVALUATION (FROM INTERNSHIP SUPERVISOR)

1. Briefly, what are the types of work assigned to the student during the semester?

2. Was the student able to complete a suitable portion of the assignments? Were you satisfied with them? (If not, please explain.)

3. How would you rate the following skills as demonstrated in the assignments that the intern performed?
   - Research skills
   - Analytical skills
   - Written expression
   - Initiative
   - Personal organization
   - Dependability
   - Promptness

4. Did the intern have a good personal relationship with his/her fellow workers?

5. What traits may be of particular help in his/her future work experience?

6. What traits may hinder the intern in his/her future work experience?

7. What is your overall evaluation of the intern (in terms of adaptability, competence, personality, general skills)?

8. If you feel comfortable assigning a letter grade for this intern, please do so here by using the A-F rating scale:

9. Overall/additional comments which we may use in writing recommendation letters for this student in the future:

Washington Semester Program ▪ Graduate Gateway Program ▪ Mentorship Program
School of Professional and Extended Studies
American University
4400 Massachusetts Ave NW Washington, DC 20016
202-895-4900 www.American.edu/spexs