

# **Internship Guide**

## **Non-Credit Bearing Internships**

**SUNY** Cobleskill

### **Student Success Center**

**Location:** Van Wagenen Library, Room 109  
**Telephone:** (518) 255-5624 ■ **Fax:** (518) 255-5263  
**E-mail:** [StudentSuccess@Cobleskill.edu](mailto:StudentSuccess@Cobleskill.edu)  
**Web:** [www.cobleskill.edu/ssc](http://www.cobleskill.edu/ssc)

## What is an Internship, and Why do I Need One?

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- Internships are structured, educational work experiences in a student's career field of interest. The internship experience provides the student with an opportunity to apply their academic knowledge in a hands-on, real world setting and allows the student to explore a specific career field that they are interested in pursuing.
- All enrolled students at SUNY Cobleskill are encouraged to seek internship opportunities and participate in many internship experiences during their college career. The experience, professional contacts and references gained help to prepare students for entering the world of work after graduation.
- Internships come in many different shapes and sizes. Some are credit bearing, some are not. Some are paid, others are not. Some internships are summer experiences while others may be during college breaks or the academic semester.

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### GETTING STARTED

- **Decide the following:**

*Does this need to be a paid internship?* \_\_\_\_\_

*When do you want to do this internship (semester or summer)?* \_\_\_\_\_

*What career field have you chosen for your internship?* \_\_\_\_\_

*Is there a specific job that you are interested in?* \_\_\_\_\_

*Where will you be located (geographically) during internship?* \_\_\_\_\_

- **You will need:**

#### **A great RESUME and COVER LETTER**

Obtain an Optimal Resume Guide (purple cover) and follow the instructions for creating an account and resume online. This guide is available in the Student Success Center, or go to <http://www.cobleskill.edu/academics/student-success-center/> and click on Job Resources and "Optimal Resume."

#### **RESUME**

- Please look up the correct title of your degree program on our SUNY Cobleskill website.
- Under each section, please list your most recent (ex. Job) first and then list the rest in reverse chronological order (first job you held listed last in the section).
- Submit your resume for review through the "Review Center" option in Optimal Resume.

### **COVER LETTER**

- Please follow the sample cover letter format in the Optimal Resume Guide and draft a cover letter that you can use with employers. Be sure to read through the draft cover letter examples.
- Please SPELL OUT “State University of New York at Cobleskill” the first time you refer to our institution. You can use “SUNY Cobleskill” the next time you mention our institution in your cover letter.

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### **RESEARCHING INTERNSHIP SITES**

- Begin to research potential internship sites in the location you are seeking an internship. For example, do not use national search engines that bring up internship opportunities in California if you are planning to do your summer internship in Rockland County, NY. Use local web resources to find internship opportunities where you plan to be located during internship.

**Important:** Do not apply for “jobs” if you are seeking an internship unless you meet the minimum qualifications on the job description.

- Talk to your Professors - Faculty have great internship ideas and professional contacts.
- Use Student Success Center’s “homepage” (<http://www.cobleskill.edu/academics/student-success-center/>) which provides information on every topic you need to have a successful internship.
- Set up an individual appointment with internship coordinator, Lisa Lopez, at the Student Success Center. (lopezel@cobleskill.edu).
- Use networking opportunities. Talk to people you know, or people your friends and family know, who work in the field you are interested in.
- Chamber of Commerce website in the region you are seeking internship and compile a list of employers in your field.
  - Check their websites to see which host interns.
  - If you are not sure, call the company and inquire.

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### **CONTACTING EMPLOYERS**

- When you have a list of potential employers, email them a message:

Dear “*Employer Name Here*”,

I am a student at SUNY Cobleskill enrolled in \_\_\_\_\_ (Assoc. or Bachelor’s degree program, write out full degree title) and I am seeking a summer internship at your company. I will be available full time from “*date*” through “*date*”. I have attached my resume and cover letter for your review. Thank you for your consideration.

Sincerely,

“*Your Name Here*”

- **ALWAYS** follow the employer’s instructions for submitting a resume. Some may want it e-mailed, others may want a hard-copy or for you to complete an online form.

- **ALWAYS CALL** each employer a few days later to ask if they have received your cover letter and resume. This call demonstrates that you are a motivated candidate for the internship (or job position).
- If you do not hear back from the company, please call again within 5 days.
- Do not give up. Many employers are very busy. You can call every 4-5 days to check on the status of your application.

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## **INTERVIEW PREPARATION**

- Remember – You may be a great candidate, but if you do not give a professional interview, chances are you will not be hired.
- Please refer to our Job Interview Guide (blue cover) for valuable information that will help you apply for your interview. (This guide is available in the Student Success Center and additional resources are available on our website at <http://www.cobleskill.edu/academics/student-success-center/>).

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## **ACCEPTING INTERNSHIP OFFERS**

- Once you accept an internship position follow through with your commitment, always arrive on time and maintain excellent attendance during your internship.
- During your internship, always conduct yourself professionally as you are now building a reputation as a hard-working, competent worker. Always focus on your work and do not use your personal cell phone or use the company computer for personal use, such as Facebook, during work hours.

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### ***Location and Contact Information:***

#### **Student Success Center**

#### **Library 109**

(P) 518.255.5624

(F) 518.255.5263

Lisa Lopez, Associate Director

[lopezel@cobleskill.edu](mailto:lopezel@cobleskill.edu)

#### ***Hours of Operation:***

Monday – Friday

8:00 a.m. – 4:00 p.m.

Call or stop by the office to schedule an appointment  
Walk-In hours are posted each semester

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