

HOW TO FIND A SUMMER RESEARCH INTERNSHIP/ CREATIVE ACTIVITY OPPORTUNITY

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JOB OUTLOOK

- Job opportunities are growing
 - Private companies
 - Non-government organizations
 - State and Federal agencies
 - Universities

WHY GET EXPERIENCE?

- Hands on experience!
 - Reinforce classroom learning
 - Techniques, research design, etc.
 - Learn specific skills
 - What professionals do
 - Establish contacts for future: job offers, letters of recommendation, *Networking!*
- Graduate school
- Future jobs – experience stands out

HOW TO GAIN EXPERIENCE

- During school:
 - Work/volunteer for a professor (lab/research assistant, directed research, etc.)
- Summer:
 - Research Internships
 - Creative Activity Opportunities
 - Volunteer programs

FINDING INTERNSHIPS AND OPPORTUNITIES

- Internet searches
 - General search engines
 - State specific
 - Agency specific
 - Project specific
- Ask a professional
 - College professors, career center
- Join a professional society
 - Meetings, publications, discussions, job availability

THE APPLICATION PROCESS

1. Search and Identify
2. Build your Resume
3. Additional Documents
4. Interview Process

STEP ONE: SEARCH AND IDENTIFY

- Internet
- Narrow down fields of interest
 - Location
 - Internship, volunteer, for credit
 - Research of interest
- Be aware of deadlines!
- Read details
 - Housing? Airfare? Stipend? Accessibility?

STEP TWO: YOUR RESUME

- Determine objective
 - State desired job
 - Skills and necessary experience
 - Structure content around objective → modify central resume accordingly
- Cover letter / personal statement
 - State the facts: brief and to-the-point
 - Purpose: meet or exceed job requirements and demonstrate interest
 - Written communication skills
 - Sell yourself and impress!

STEP TWO: YOUR RESUME

- Marketing tool → obtain interview
- Put yourself in the readers' shoes:
 - What would you look for?
- Clear and concise!
 - Bullet points – key phrases
 - Short sentences
 - Details during interview
- Format
 - 10-12pt. Font
 - 1-2 pages
- Spell check
 - Revise, revise, revise
 - 3rd party critique

STEP TWO: YOUR RESUME

- Tips:
 - Action words (prepared, managed, developed, etc.)
 - Use %'s, \$'s and #'s
 - Highlight your strengths!
 - Match needs of hiring company – keywords
 - Outside opinion (friend, professor/advisor, critique service)
 - Be positive!

STEP THREE: ADDITIONAL DOCUMENTS

- References
 - Professor, advisor, employer
- Letters of recommendation
 - Start early!
- College transcripts / supporting documents
- Be complete

STEP THREE: ADDITIONAL DOCUMENTS LETTERS OF RECOMMENDATION

How to Succeed in Getting Great Letters of Recommendation

- Choose your recommender carefully
 - If you only had one class with him/her, please reconsider this individual and perhaps choose another.
 - If you have any questions regarding what the person will write, again, you might want to reconsider. Remember, you want a glowing letter.
- Once you have chosen the person and have asked if they would be willing to write strong letter, provide for them the following information in a nicely presented, hard-copy, package:
 - **Cover letter** to include thanks in advance, what is included in the packet, and exactly what you want in clear and concise language. Indicate for each opportunity when the letters must be completed. You might want to shorten the deadline if the individual has the tendency to procrastinate. Remember, many opportunities award funds based on first-come-first served basis. Always allow 2-4 weeks for them to write the letter. Make this as easy as possible for the writer. They are doing YOU a favor.
 - For example, “I am applying to three research internships/creative opportunities:
 - (WHERE) American Academy for the Arts, (WHAT) I am applying to the XXX, (HOW) Please fill out the online form after you receive the registration email. This should occur prior to XX.XX.18. (This is the most common method)
 - **Transcript**
 - **Curriculum Vitae/ Resume** (short, one to two pages)
 - **Personal Statement**
 - **Forms**

Put all of the above in a file folder, binder, etc. to make the package as neat as possible.



STEP FOUR: THE INTERVIEW

- Preparation
 - Personal
 - Industry – ask questions
- First Impression
 - Enthusiasm
 - Be prompt
- The Interview
 - Positive attitude, excitement, confidence
- Be specific
 - What interests you, what you want to do
 - More specific → find what's right for YOU

SUMMER IS APPROACHING...

- Interested? Get started!
- Deadlines: look and apply EARLY!
- Letters of recommendation
- Handout, career center, professors
- Work on resume
- Submit several applications

<https://intern.nasa.gov/>

There are four different categories under that page. The first is internships. NASA is currently accepting student applications for the Spring semester, with applications due **November 5**. Then there are fellowships, which are open to students (graduates and undergraduates) and faculty members.

<https://www.zintellect.com/Catalog>

Welcome to Zintellect! This website provides listings of internships, experiential learning opportunities, academic fellowships and scholarships funded by government and private sector organizations. Use the search options below to narrow your search and view only the opportunities that fit your needs and preferences.

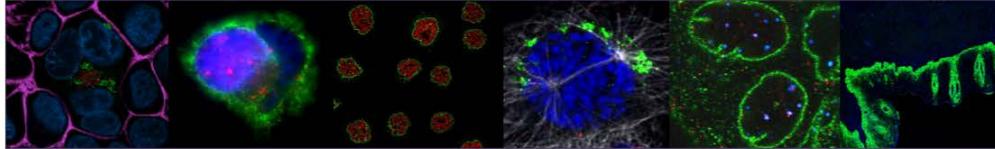
<https://www.neh.gov/about/human-resources/neh-internship-program>

National Endowment for the Humanities - You must be a U.S. citizen or foreign national residing legally in the U.S. and enrolled in a U.S. academic degree granting institution to apply for a NEH internship. If you prefer an internship in a particular office, click on that office and direct your application to the individual specified.

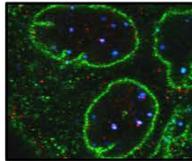
<https://www.americansforthearts.org/about-americans-for-the-arts/internships>

The Americans for the Arts Internship Program offers undergraduate and graduate students, as well as recent graduates the opportunity to investigate and participate in the operations of the nation's leading nonprofit for advancing the arts in America. Summer Internships (*Posted mid-February*) 10 weeks *full-time* 30 Hours per Week, June – August,

Undergraduate Biomedical Research Fellowship in Microbiology and Immunology

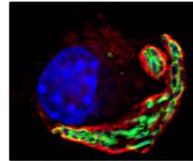


LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT



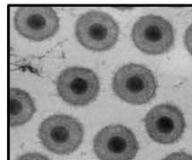
What is the program?

10-week full-time (40 hrs/wk) paid summer research program conducted in the laboratories of nationally recognized faculty members in the fields of virology, bacteriology and immunology.



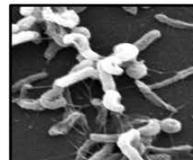
Eligibility

- Rising Sophomores, Juniors or Seniors
- Cumulative GPA of at least 3.0 on a 4.0 scale
- Strong interest in research and pursuing a Ph.D. in field of biomedical science



Program Highlights

- Paid summer research fellowship
- Mentorship and networking opportunity
- Graduate school preparation
- Training in scientific presentations



How to Apply

- Online application at www.lsuhsccmicrobiology.com/undergraduate-research/
 - Unofficial transcript
 - Two letters of reference
- Questions? Contact Dr. Woolard at mwoola@lsuhsc.edu*

<https://www.sussex.ac.uk/study/undergraduate/undergraduate-research/junior-research-associates>

We are delighted to offer undergraduate research placements to International students this summer on the following basis: The cost of this eight-week long non-credit bearing course for 2018 is £2,900 per student (c. \$3,850 US Dollars), it will run from mid-June to mid-August.

- Seven training workshops:
 - Introduction to academic research skills
 - Effective literature searching for researchers
 - Introduction to managing research data
 - How to produce an academic poster
 - Introduction to postgraduate study
 - Presenting your research: oral presentations
 - Introduction to archives and a tour of [The Keep](#)
- Supervision from University of Sussex Faculty for their research project
- The opportunity to present their IJRA research project at the University of Sussex
- Accommodation is in an individual en-suite bedroom (including bedding), which is located in a flat with five other students, the flat also includes a social space and a fully equipped kitchen. The accommodation is located in [Northfield Residences](#) for 8 weeks. Most placements will run from 25 June to 17 August 218
- Social events
 - Orientation session, where you will meet other international students on the programme and also hear from a number of people who will make your time at Sussex, enjoyable, interesting, memorable and safe (i.e Residential Advisors, [Sussex Sport](#), [Student Life Centre](#))
 - A tour of campus
 - A selection of day-trips and tours (up to a value of £60) from the [International Summer School social programme](#))
 - A celebratory BBQ + Quiz
 - A walk around the boundary of campus, which is located wholly within the [South Downs National Park](#)
 - A team treasure hunt

