

Internship Search Guide

Marriott School of Management: Resource for finding and obtaining an internship

1. NETWORKING

Forming personal and professional relationships is the best way to find an internship or a career. Those who know and trust you are more likely to recommend you to an employer

- Family, friends & professors
- Employees of the company you are applying to work for
- Alumni of your university who work at the company or in the industry
- Interns who have worked at the company or in the industry

2. MARRIOTT SCHOOL INTERNSHIP POSTINGS

This site is for companies that post their internship opportunities specifically for Marriott School of Management Students (updated regularly, view often)

- <http://marriottschool.byu.edu/internship>
- Click "Search Internship Postings"
- Click "Find an Internship"
- Login with Route Y ID
- Click "Search" and view the details of each posting

3. eRECRUITING

This site connects BYU students and companies around the world seeking BYU students

- <http://byu.eRecruiting.com>
- Click "Route Y Login"
- Click "Career Services - eRecruiting" Under Miscellaneous
- Read and Click "I Agree"
- Copy Password Token
- Click "Click Here" for First Time eRecruiting Users
- Paste Password Token and Click "Enter"
- Fill out "Register for an Account" and Click "Register"
- Fill out "Personal Profile Pages"
- Upload documents (resumes and cover letters)
- **Employer Search:** Search by name, criteria or industry (I prefer searching by industry)
- **Career Center Calendar:** View all upcoming application deadlines, interview schedules, information sessions, job fairs and workshops
- **Applications:** Apply online and monitor the status of your applications

4. www.internships.com

Internship search database

- Click "Students Entrance"
- Select Brigham Young University: Provo
- Enter Promo Code: cougars
- Search database

5. Career Fair

- <http://Careerfair.byu.edu>
- Research the companies and prepare to meet them

6. SEARCHING THE ALUMNI DATABASE

- <http://marriottschool.byu.edu/internship>
- Click "Contact Alumni"
- Login with Route Y
- Read material and take the quiz
- Search Alumni Database

7. SEARCHING THE INTERN DATABASE

- <http://marriottschool.byu.edu/internship>
- Click "Contact Interns"
- Search Intern Database

8. VISITING COMPANIES

- Research the company first
- Be bold and show desire and passion
- Be prepared to provide a resume, cover letter, contact information, references, etc.

9. SEARCHING FOR COMPANIES IN THE PHONEBOOK

- Call and ask to speak with someone about internships
- Ask for a time to discuss their career opportunities and the possibility of an internship.
- Be enthusiastic, but professional

10. VAULT CAREER LIBRARY

- <http://www.byu.edu>
- Click "Employment"
- Click "Career Placement Services"
- On right margin Click "Vault Career Library"
- Click "Vault" logo at the bottom of the page
- For off campus use, login using Route Y ID
- Download Career Guides
- Industry Research

11. RESEARCHING COMPANY WEBSITES

- Browse company websites for information about their internship program and career opportunities
- Research the industry, the history of the company and its performance to prepare for interviews

12. EVALUATING THE COMPANY

- How is the company currently performing?
- What is the company's future outlook?
- What is the opportunity for career placement after graduation?
- How does this company compare to others in the industry?
- Ask former interns of the company about their experience with the company

13. EVALUATING THE INTERNSHIP (THINGS TO CONSIDER)

- Location and living expenses/arrangements
- Paid v. Unpaid
- Is it a broad-based management internship or does it emphasize a specific area of management?
- What skills will I acquire? What will I learn?
- How will this enhance my resume?

14. PREPARING TO BE HIRED

- Resume and cover letter workshops
- Applications
- Transcripts
- Thank-you Notes
- General preparation and research
- Preparing for the interview

15. MARRIOTT SCHOOL OF MANAGEMENT CLUBS

Signing up for clubs gives you valuable opportunities to gain experience in your field of study, enhance your resume and receive emails about relevant internship and career opportunities

- <http://marriottschool.byu.edu/clubs/>

16. OBTAINING ACADEMIC CREDIT FOR AN INTERNSHIP

Students can receive academic credit for their internship.

- See the Internship office, 460 TNRB
- Fill out necessary forms and submit for approval
- Register on AIM and Marriott School Internship website