

- 1. Resume Writing.**
    - Create, update or finalize your resume.
    - Utilize the [Guide to Resume Writing](#) to get started.
    - Schedule an appointment to have your resume reviewed or drop off resume for 24 hour review at Becker Career Center; call 518.388.6176 or email [careercenter@union.edu](mailto:careercenter@union.edu) .
  
  - 2. Search Databases.**
    - Search the HireU and LACN databases to identify internships of interest. Save positions to your “Favorites” folder.
    - [HireU](#). Employers post positions in HireU specifically recruiting Union College students.
    - [Liberal Arts Career Network \(LACN\)](#). Positions in LACN are targeted to undergraduate, liberal arts students attending similar colleges throughout the country with internships available throughout the U.S.
    - [Engineering Internship Network \(engIN\)](#). Lists engineering, computer science and technical positions.
    - Contact the Career Center for additional assistance searching the databases; call 518.388.6176.
  
  - 3. Review Additional Resources.**
    - Use the Becker Career Center website: [www.union.edu/career----Students----Internship Resources](http://www.union.edu/career----Students----Internship Resources)
    - There are various resources listed on the webpage as well as “by career field” to search with.
    - Review additional websites: Internships.com, Idealist.org, Internships USA, Going Global and more!
  
  - 4. Write a Cover Letter.**
    - Write an effective cover letter specific to the position(s) in which you are applying.
    - Utilize the [Guide to Cover Letter Writing](#) to get started.
    - Schedule an appointment to have your cover letter reviewed with a Career Advisor; call 518.388.6176.
  
  - 5. Submit Applications.**
    - Write resume and cover letter, submit to Career Advisor for review, then upload the finalized application materials to the database where the position is posted and submit.
    - Be sure to follow all instructions in the “How to Apply” section to ensure you have completed the required steps. For many positions, the application process consists of multiple steps.
  
  - 6. Networking.**
    - To compete for opportunities that are not posted, you must understand how to network effectively.
    - Attend the [Union Career Advisory Network \(UCAN\)](#) Orientation to gain access to database of approximately 8000 alumni and friends of Union College willing to connect with Union students.
    - Schedule an appointment to meet with a Career Advisor to identify your network and discuss effective networking strategies particularly regarding appropriate outreach and follow up.
- \*\* Additional Tips \*\***
- Be sure your voicemail is a professional greeting.
  - Learn appropriate employer follow-up strategies after you have submitted your application materials.
  - Practice Interviewing: Schedule a mock interview with the Becker Career Center.

## What is an Internship?

An internship is an experience related to your career field of interest or academic major that includes learning as an integral component. Internships at Union take on many forms—there is no structured program: they can be part-time, full-time, paid or unpaid, and sometimes used for academic credit (see below).

## Benefits of an Internship

As a student, you will gain exposure to and knowledge of a career field of interest, and develop skills that will be important when marketing yourself for full-time employment or graduate school. Many students use internships to “test” career choices; the experience can either help to affirm career decisions or give cause to reconsider career options.

Employers often use internships to identify top talent, and according to a survey from the National Association of Colleges and Employers (NACE) over 76% of employers indicated that they would prefer to hire a new college graduate with relevant experience. New hires with relevant work experience transition more effectively from student to full-time employee, quickly becoming an active contributor within the organization and significantly reducing training expenses for employers.

## Internships for Academic Credit

Some internships are available for academic credit. Students must obtain credit approval from their academic department and the Dean for Undergraduate Education. For more information see Maggie Graham ([grahamm@union.edu](mailto:grahamm@union.edu)) in office, 109 Sorum.

## Internship Courses at Union

Some academic courses at Union include an internship component, allowing students to gain relevant experience in their major. See the course catalogue or your academic department for more information.

## How to Find an Internship

There are two main avenues for identifying internship opportunities:

1. search databases, such as HireU, LACN and/or engIN for listings of positions
2. identify employers and opportunities of interest and network with contacts (including alumni) at those organizations.

To search for an internship online, start with the Becker Career Center’s web page, choose ‘Students’ from the sidebar, then click ‘Internship Resources’ for access to searchable databases.

- **HireU** - Start by searching in HireU because it contains *opportunities from employers who are looking specifically for Union College students*; we add to the number and type of opportunities on a daily basis. If you do not know how to access HireU, please attend an Internship Search Orientation in the Becker Career Center.
- **Liberal Arts Career Network (LACN)** - The Becker Career Center belongs to a consortium of 39 selective liberal arts colleges to bring you internships and full-time opportunities. Once you’ve logged in, select "Jobs & Internships" from the sidebar. To conduct your search, select “Position Type-Internship”. To narrow your search, select “More Options” and then search by “Job Function” of interest.
- **engIN** - Engineering Internship Network lists engineering, computer science and other technical internships.
- And more!

## Following Up

One of the most critical, but often overlooked aspects of any internship or job search is follow up. It is suggested that you contact the employer roughly 10 days to 2 weeks after you send application materials to inquire as to the status of the hiring process and to offer to provide additional materials in support of your candidacy (transcript, references, etc.).

## Making the Most of Your Internship

Once you have secured an internship, it is important to set goals you wish to accomplish during your experience. Be proactive. Know what is expected of you; plan to meet with your supervisor regularly to ensure the most successful outcome.



**Ready to apply for an internship opportunity? Follow the step-by-step instructions below:**

- 1) Go to <https://www.myinterfase.com/union/student/>
- 2) Log in. Your username is **your student ID number**; your password is **your last name**
- 3) To find the job or internship of interest, click on the "Job/Internship Search" tab at the top of the page  
OR refer to your "Favorites" folder, if saved (skip Steps 4-7).
- 4) On the job search page, click on "Advanced Search".
- 5) **Enter the name of the employer** in the "Organization Name" box.
- 6) Click the search button. All job or internship opportunities posted by that employer will appear.
- 7) Select the job or internship of interest by clicking on the job title highlighted in Garnet.

**\*\*NOTE:** If you do not have all of the required application materials uploaded in HireU, you will see a message at the top, in gray/blue, indicating which document(s) you are missing. You can upload the required application materials by going to the "My Account" tab and selecting "My Documents."  
**"VIEW" all documents after you have uploaded them into Hire to ensure you uploaded the appropriate document(s). Convert your word document(s) to a PDF file(s) before uploading.**

**\*\* If you do not meet the desired qualifications, you will see "You do not qualify for this job" and a notation indicating the qualification(s) you do not meet.**

Be sure your profile is up to date and contact the career center with any questions or concerns.

IF THE POSITION STATES, "APPLY NOW" FOLLOW THESE INSTRUCTIONS:

- 8) Once you have uploaded the required documents in HireU, you can apply for the job or internship by clicking on the "Apply Now" button. On the next screen, you will be prompted to choose which documents you would like to submit for each category required (e.g. resume, cover letter, transcript, etc.)
- 9) After you have selected the required application materials, hit the "Save" button and then "Submit."
- 10) **Make sure that you read the application instructions carefully because some employers may require you to complete additional steps**  
*\*submit an online application through the company's website, in addition to HireU.*

IF THE POSITION STATES, "VIEW LINKED INTERVIEW SCHEDULE" FOLLOW THESE INSTRUCTIONS:

- 8) Once you have uploaded the required documents in HireU, you can apply for the job or internship by clicking on the "View Linked Interview Schedule" button, and then clicking on, "Request Interview" at the top of the following screen. You will then have the option of selecting the documents you wish to submit from the drop down menu. Choose the appropriate documents and then select "Request Interview."
- 9) If the employer selects you to interview, you will receive an email to sign up for a time slot in HireU.  
**NOTE: Employers that post positions with a Linked Interview Schedule will be conducting interviews on-campus at the Becker Career Center.**

Questions? Contact the Becker Career Center [career@union.edu](mailto:career@union.edu)

## Internet Resources: PASSWORDS

[www.union.edu/offices/career/](http://www.union.edu/offices/career/)→Students→Internship Resources

### **HireU**

Username: Student ID#

Password: Last Name (all lowercase)

### **Liberal Arts Career Network**

Username: your Union e-mail address (e.g. smithj@union.edu)

Password: click “forgot password;” your password will be e-mailed to you

### **engIN Internship Database**

Username: your Union e-mail address

Password: click “forgot password;” your password will be e-mailed to you

### **Internships.com**

To create an account: select “sign up for free” in the top right hand corner. It will then prompt you to enter your name, school email address and password. Select “sign me up!”

### **Internships USA**

Select “Internships for Undergraduates” on the right-hand side

Username: union

Password: interns

### **Spotlight on Careers**

[www.union.edu/career/](http://www.union.edu/career/)→Students→Career Exploration→Spotlight on Careers

If you are off-campus, you will need to login using the information provided below:

Username: spotlightaccess

Password: liberalarts2015

### **Facts on File**

[www.union.edu/career/](http://www.union.edu/career/)→Students→Career Exploration→Facts on File

If you are off-campus, you will need to login using the information provided below:

Username: unioncollege

Password: careers

### **GoingGlobal**

[www.union.edu/career/](http://www.union.edu/career/)→Students→Career Exploration→GoingGlobal

If you are on-campus, you can “create personal account” and then log in

If you are off-campus, contact the career center at [careercenter@union.edu](mailto:careercenter@union.edu) or 518-388-6176

**Please ask us if you need help signing in or using these websites!**

Phone: 518-388-6176

[careercenter@union.edu](mailto:careercenter@union.edu)