

Internship Tips

How do I find an Internship?

The CSPD is here to help students with their internship search and we have many tools to assist you. Ultimately, however, the process is in your hands.

1. Ask yourself, "Do I know where I want to intern?"

Knowing your career interests or desired companies you would like to intern with can save you time and energy. What types of careers are related to your major? Can you see yourself working with a multi-national, regional or local company? Have you heard of good internship experiences from your classmates?

2. Create or update your resume and LinkedIn profile

A knockout resume lists your prior work experience, academic accomplishments, leadership and student organization involvement. Take a peek at the CSPD resume template here. It's an easy to use document! Once your resume and profile has been created, set up an appointment with a College Business Career Counselor to review what you've created.

3. Sign up for the UTSA job board, known as Handshake

Companies that are specifically looking to hire UTSA students post their internships and jobs on UTSA's job board known as Handshake. Explore the website here! This job board lets you create your own profile and place a resume for employers to see. You can also search and review postings from companies. Logging onto Handshake should be part of your daily internship search.

4. In the CSPD, pick up:

- The CSPD Internship Guide
- Information about the College of Business Career Action Program
- Information about the latest professional development events hosted by the CSPD

5. Know dates for and attend professional events such as:

- UTSA Fall and Spring All Majors Career Fairs
- The Career Action Program
- College of Business Career Days
- Accounting, Recruiting and Networking Expo (fall only)
- Companies table recruiting in Business Building

6. Polish your elevator speech

Can you describe your accomplishments, strengths and unique selling points in 30-40 seconds? An elevator speech can break the ice at networking events and career fairs. Students who participate in the Career Action Program receive exclusive instruction and access to professionals to help develop the perfect pitch!

7. Practice your Interviewing Skills

The interview can make or break a company's decision to hire you. Being confident in your skills and able to do the job is a subtle skill to master. Students who participate in the Career Action Program receive access to professionals who will help you with interviewing skills. Students can also make an appointment with a COB Career Counselor to set up a mock interview.

8. Meet with an academic advisor if you have any questions about doing an internship for credit. Remember that certain academic requirements must be met to earn class credit.

9. Submit Internship Applications!

Your research is done, and you have the materials and soft skills to be competitive. Gather those applications and submit them before the deadlines!