

# Internships for Engineering Students

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## Obtaining an Internship

Several steps are required in your internship search. It is especially important to keep in mind that finding a position is a job in itself. It will take time, energy and persistence unless you are very lucky and one lands in your lap. Similar to earning an A in a difficult course, it does not just happen!!

**Define your goals:** What type of internship do you want? Do you prefer to do research in a university setting, work for a company, or be a counselor at a camp? What geographical location do you prefer?

**Keep excellent notes** throughout the process. Keep track of networking info, dates of applications, emails, interviews etc.

**Write your resume** See below for assistance.

**Write a sample cover letter** that can be altered depending to whom it is being sent.

**Search internship databases** including Go IRISH, the Career Center Internship site, National Science Foundation Research Programs, UCAN, Internships.com, JobCentral, WISE-Intern.org and Tech-Interns.com,

**Use the Internet for searching.** Google companies to look for internships, universities to find researchers and their research and professional organizations for contacts.

**Network:** Talk to your professors, family, friends,

and career fair contacts about places and positions in which you are interested. Use *MyND* on the ND Alumni Association site to find alums and where they work, create a profile on Linked In and search for ND alums who are working at companies of interest to you, search *Career Shift* to find contacts at specific companies. Don't be afraid to contact your contacts and ask them for advice.

**Apply** to internships and companies, send cover letters to hiring managers with your resume attached and network with individuals who work at locations where you hope to find a position.

**Follow through!**

## Writing Your Resume

Your resume is a one page advertisement of you! Write a document that specifically describes your experiences, proves your skills, and distinguishes you from others. Common categories to include in your resume are Contact Information, Education, Experience, Honors, Leadership, Activities, and Skills.

Emphasize your name, use home and school addresses and be sure to include your email. Experiences should be listed in reverse chronological order. Use bullet points and action verbs to describe your responsibilities. Emphasize relevant skills while being results oriented and to the point.

Read sample resumes in the Career & Job Search Guide on the Career

Center site to guide you. Tailor your resume to the position you are seeking. Be consistent in format and be certain there are no grammatical or spelling errors. Have others read it and make recommendations. Proof it again to be certain there are no mistakes. Your resume creates the first impression for an employer. It is a marketing tool to sell your skills and abilities!

Visit the Career Center in 248 Flanner Monday through Friday, 8:00 a.m. to 5:00 p.m. Call us at 631-5200 to set up an appointment or drop in during walk-in hours weekdays, 1:00 p.m. to 4:30 pm.

## Notre Dame Internship Websites

**Go IRISH** provides excellent employer and description information for the Internship search process specifically for Notre Dame students. Go to <http://careercenter.nd.edu>, and sign in to Go IRISH using your username and password. Click on "Search Jobs and Internships" and then select "GoIRish Jobs". Search by major, keyword, etc.

**The Career Center Internship Site** provides a comprehensive list of internships and links to other internship search engines. Go to <https://careercenter.nd.edu>, click on

Undergraduates, click on Internships and then Internships in the following fields. Click the link for opportunities at companies.



## Internship Databases

**Career Shift:** searches, stores and records every job listing at every job board and company with job postings. It also gives contact information which you can search by employer. Go to <http://www.careershift.com>

**UCAN** is a database of over 6000 internship opportunities offered nationwide posted by the UCAN consortium. Consortium members are top universities. UCAN looks very similar to GoIRISH, however you will need to set up an additional account. Go to <http://careercenter.nd.edu>, type your username and password on the GoIRISH Login and follow the directions under the UCAN link.

**INTERNSHIPS.COM** is a database containing thousands of internships available across the country. Search by your major and specific location. Go to <http://careercenter.nd.edu>, click on Undergraduates, click on Expand Your Internship Search and then Internships.com. Instructions are given for you to search for internships both domestically and internationally.

**National Internships Online** is a database containing thousands of internships available across the country. Search by your major and specific loca-

tion. Access this database through the Career Center website, <https://careercenter.nd.edu>, by using the username "University of Notre Dame" and password "leprechaun."

**Job Central** is a searchable employment database created by a consortium of leading employers providing jobs by keyword or location. Go to <http://careercenter.nd.edu>, click on Undergraduates, click Expand Your Internship Search, and then click Job Central. Follow the Helpful Tips.

**Tech-interns.com** provides links to organizations that have internship opportunities. Go to <http://www.tech-interns.com>.

**WISE-intern.org** is a specific internship for those interested in how engineering relates to governmental decisions in Washington D.C. Go to <http://www.wise-intern.org/>.

**Nuclear Energy Institute** has listings for internships, along with a brief explanation of most of them, plus links to the actual website containing the job posting. Go to <http://www.nei.org/index.asp?catnum=3&catid=1100>.

**Student Jobs.gov** contains a searchable database for government positions (mainly only has opportunities for civil engineers). Go to <http://www.studentjobs.gov>.

**National Science Foundation Research Programs** compiles NSF research programs by major (REU Programs). Go to <http://www.nsf.gov>.

**Dice.com** posts thousands of jobs searchable by keyword or location. There are numerous resources, such as resume help, salary information, and student loan information. [www.dice.com](http://www.dice.com)

**Engcen.com** owns an Engineering Hubs Network that covers every state and major metropolitan area in the US. [www.Engcen.com](http://www.Engcen.com)

**Engineering.CareerBuilder.com** gives you access to hundreds of thousands of job postings in the US. [Engineering.CareerBuilder.com](http://Engineering.CareerBuilder.com)

**Engineer.Info** Includes entry level jobs in addition to co-ops/intern positions in several engineering fields [www.Engineer.Info](http://www.Engineer.Info)

*A career counselor is in 257 Fitzpatrick on Tuesdays from 3 to 5 pm Call the Career Center to set up an appointment or feel free to stop in!*

## Use the Internet for Searching

During your internship search, a multitude of useful information can be found on the Internet!

**Companies:** If you are interested in a specific company, search the website of the company and search the jobs or career links. While you are visiting the website, learn about the company, its divisions,

products and services, locations and timely articles. This info is important if you interview with the company. Companies hiring engineers include Abbott Labs, Ball Aero, Boeing, Merck, GE, Skanska, Dupont, Walsh Construction, Genentech, Cummins, J&J, and many more.

**Universities:** As you know, much research is conduct-

ed on campuses across the country. Search the home pages of universities for departments of interest, look for faculty members conducting research in areas that appeal to you. **Google** their names and read their research. Often, you will find their address and/or email address. If their research is appealing, send them a cover letter and resume.

## Cover Letters

Send or email a cover letter to an employer in response to a job posting, in response to a referral or to a person from your internship search. Cover letters must be formal, polished, cordial, and grammatically correct. They should be addressed to a specific person (see Networking for

assistance in locating a contact).

The content should contain three paragraphs. In the first paragraph, state why you are writing. Include how you found the position and why you are interested in this employer. If you are interested in a research position, this is where you should demonstrate your

knowledge of the individual's research and explain the research in which you are interested.

In the second paragraph, state what qualifications you bring to the position and how your presence will be an asset. Highlight key experiences that relate to the qualifications the employer is seeking.

## Networking

Networking is one of the most effective job search strategies...80 to 90 percent of jobs and internships are obtained through networking. Talk with your professors, attend conferences and career fairs, talk to people in the community, ask a friend if he/she has a connection...a personal contact can go a long way.

### ND NETWORKS:

**Linked In** is an online network of experienced professionals. Go to [linkedin.com](http://linkedin.com) and develop a user name and password. Create a profile and join groups to develop contacts. From the profile page conduct an Advanced Search to find engineers at a specific company from ND .

**My ND** is a database of Notre Dame alums and where they work, a terrific networking asset available through the ND Alumni Association. To use MyND, register in the upper right corner of the [alumni.nd.edu](http://alumni.nd.edu) site. Use the Advanced Search to find an alum who is an employee at a specific company, Contact the alum and set up an informational interview to discuss the organization, positions available, etc. Ask for advice. If you make an impression, perhaps the alum can recommend you to the hiring manager.

### Go IRISH Employers

Sign into your Go IRISH account and click on the Employers tab. Search by industry, keyword, or employers hosting on-campus events. When you click on the employer name, company contacts will be displayed to the right.

### NATIONAL NETWORKS:

**Career Shift** searches, stores and records every job listing at every job board and company with postings. This database also provides company contact information. Go to <http://careercenter.nd.edu>, click on Career Services Library and under research click on Career Shift. Follow directions to sign in. You will need to set up an account. Search contacts by industry, location or keyword.

**CareerSearch** is another extremely effective database that can assist you with finding contacts at an organization. Go to <http://careercenter.nd.edu>, click on Career Services Library and under research click on CareerSearch. Follow directions to sign in. You will need to set up an account and then press Contact Search. Search by industry, location, keyword, and then press the search link. Under Search Summary, press appropriate link to find a list of contacts.

# Professional Organizations

A swarm of professional organizations in the biological and health professions exist, many having job and internship postings. Check them out on the web. You can always **Google** environmental organizations, but here is a sampling:

*Career counselors are willing to assist you with:*

- *Resume Review*
  - *Cover Letter Review*
  - *Interview Skills*
  - *Mock Interviews*
  - *Job Shadowing*
  - *Internship/Job Search*
  - *Alumni Networking*
- And much more!! Call the Career Center at 1-5200 to set up an appointment.*

**American Institute of Aeronautics and Astronautics** contains several links to internship opportunities throughout NASA

- [www.aiaa.org](http://www.aiaa.org)

**American Institute of Chemical Engineers** has a searchable job board as well as a place to post resumes

- [www.aiche.org/careerservices](http://www.aiche.org/careerservices)

**American Society of Civil Engineers** Job database with full-time and internship positions

- [www.asce.org/careers/](http://www.asce.org/careers/)

**American Society of Mechanical Engineers** lists a number of employers with links to career search sections of that employer

- [www.asme.org/students/internships.html](http://www.asme.org/students/internships.html)

**Association for Computing Machinery Career center** which contains a job database and place to post resumes for employers to see, as well as various career-related articles

- [www.acm.org](http://www.acm.org)

**Biomedical Engineering Society** contains links to specific internships in the biomedical field.

- [www.bmes.org/internships.asp](http://www.bmes.org/internships.asp)

**Institute of Electrical and Electronics Engineers** Job database, plus links to other resources and employer lists. Also a link to sign up for the *IEEE Newsletter*.

- [www.ieee.org](http://www.ieee.org)

**National Society of Black Engineers** Job database (can only be accessed by active members)

- [www.nsbe.org/careers/digitaljobs.php](http://www.nsbe.org/careers/digitaljobs.php)

**Society of Women Engineers** Job database (can only be accessed by active members)

- [www.swe.org](http://www.swe.org)

## Hints on Making the Internship Connection

- **Important Skills** to emphasize include communication skills, honesty and integrity, teamwork, strong work ethic, analytical skills, flexibility and adaptability, interpersonal skills, motivation and initiative, attention to detail, computer skills, organizational skills, leadership and self-confidence.
- **Proofread** and have others proofread your resume and cover letters to be sure they have perfect grammar, spelling and punctuation and are clear, sharp and easy to read.
- **Stop by the CSC** if you are able to volunteer for the summer. The Center for Social Concerns has many exciting opportunities.
- **Follow Up** Calling an employer is acceptable after sending a cover letter as long as it is gracious, courteous and gently persistent. You can always call to check if your application materials arrived and ask if other materials are needed.
- **Make an excellent first impression** at interviews. A firm handshake and a smile with eye contact is very important. Dress professionally and be on time! Review your resume and study the internship description and organization before the interview.
- **Don't become discouraged** if you receive emails or letters back indicating an internship is not available. Ask the person if they have other contacts. If it is a physician, ask if you can job shadow.
- **Persistence pays off**