

HOW TO SECURE AN INTERNSHIP?

You are currently looking for an internship or are thinking of doing an internship in the (near) future? You don't know yet, but would like to learn more about your options? Please have a look at this brochure.

- Why are internships important?
page 2
- I am thinking of doing an internship, who should I talk to at AUP and when? *page 3*
- Which AUP resources can I use to secure an internship? *page 4*
- Where else could I look for an internship? *page 5*
- How long in advance should I start planning and looking for an internship? *page 5*
- What to consider when looking for an internship? *page 6*

HOW TO SECURE AN INTERNSHIP?

1. Why do an internship?

The purpose of an internship is to complement what you have learned from your courses with real world practical experience. It serves as a stepping-stone to close the gap between theoretical and lecture-based and experiential learning in your desired field or profession.

Doing an internship is also a fantastic way to acquire professional experience, build your resume and network, and in certain cases to secure a job prior to graduation.

More and more frequently, new graduates are expected to arrive job-ready from day one. In that context, doing an internship as well as engaging in extra-curricular activities or working during the summer, is an excellent way to acquire the set of skills which will facilitate your insertion on the job market.

Our 2014 Next Destination Survey showed that recent AUP graduates were twice as likely to find work in the six months following graduation if they had completed at least one internship while at AUP.

The internship provides you with an opportunity to

- Apply theory into practice in a real world setting
- Explore career options while completing academic studies
- Learn how a particular business organization functions
- Acquire professional experience prior to graduation
- Build your resume/CV
- (Re)-brand yourself
- Help you figure out your Major or future Master's Program
- Network
- And much more!

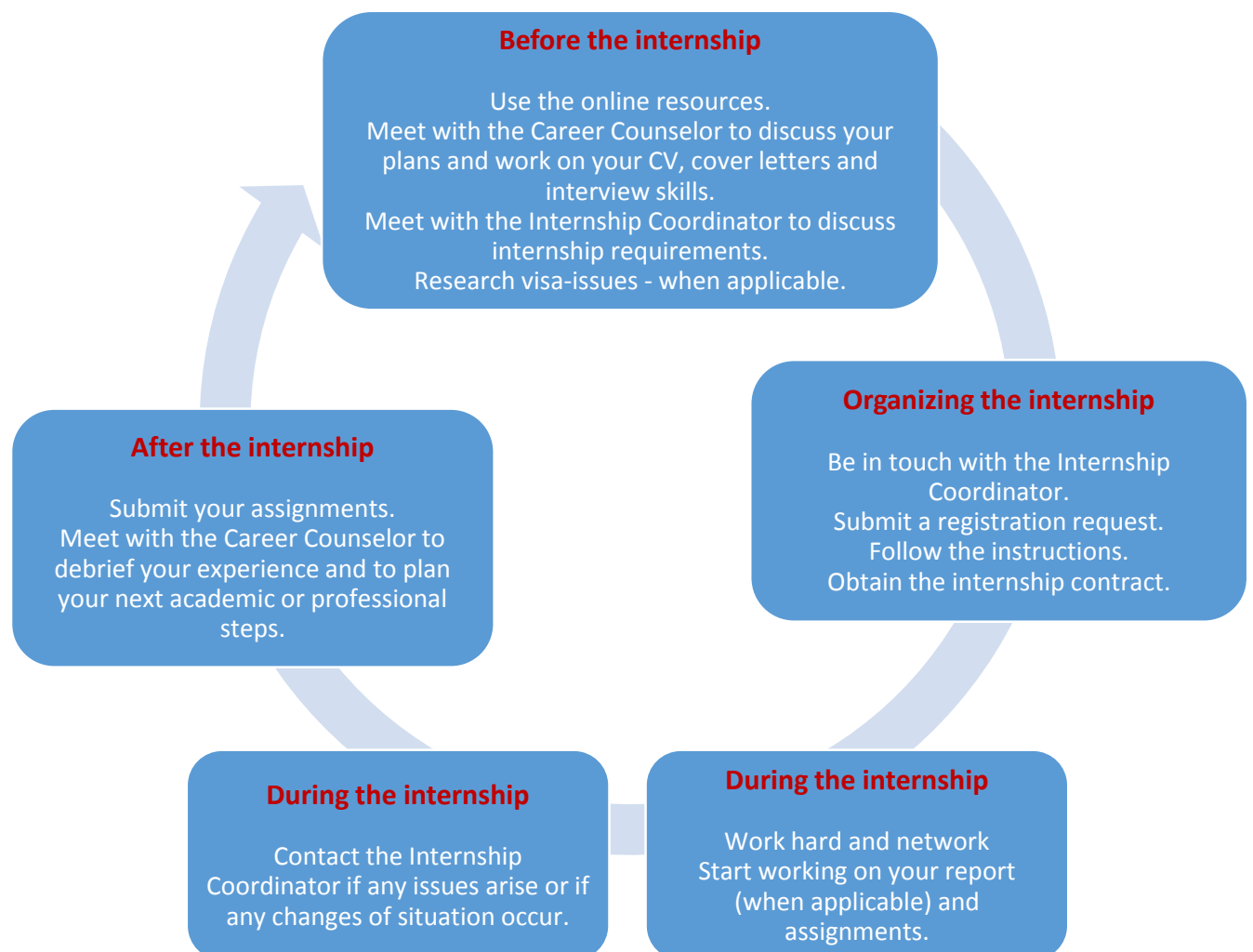
HOW TO SECURE AN INTERNSHIP?

1. The internship cycle at AUP: who should I talk to and when?

The Career Development Office and the Internship Office are here to assist you in your internship search.

The Career Development Office is your prime contact to discuss career exploration and planning, to guide you in your internship search, to help you write resumes and cover letters in English or French and to prepare for internship interviews.

The Internship Office assists students in planning their internship experience as part of their broader curriculum (before securing the internship) and in dealing with the practical aspects of their internship (once it is secured). It also provides support during the internship, when applicable.



HOW TO SECURE AN INTERNSHIP?

2. The existing AUP resources to help you secure an internship

- **Job & Internship Database**

Each semester, AUP receives offers from such organizations as Ogilvy, The New York Times, the International Rescue Committee, Polo Ralph Lauren, UNESCO, and more.

We post offers daily, so make sure to check back regularly to peruse the offers.

- **List of companies hiring AUP students for internships**

Want to learn more about where AUP students have been interning in the past 3 years? Please have a look at the following webpage. [LINK](#)

Be in touch with the [Career Development Office](#) at: careers@aup.edu if you would like assistance with contacting the organizations that interest you.

- **The Global Talent Brochure**

The brochure is a great way to get noticed by the right kind of people. It is made up of “mini” resumes of students like you, who are currently seeking internships. It is sent out twice per year to our employer network.

Learn more about the Global Talent Brochure and how it can help you secure an internship by [visiting the following webpage](#).

- **Student Evaluation Brochures**

Struggling to understand what an internship in finance entails? Would really want to read some feedback from the last student who interned at Women’s Wear Daily? Fishing for general information?

Please have a look at the 2013 and 2014 student evaluation brochures.

- **Social Media**

LinkedIn – [American University of Paris page](#)

Twitter – [AUPCareerDevt.Off.](#)

Facebook – [AUP Career Development](#)

- **Alumni network**

For more information, please [contact the Career Development Office](#).

- **AUP Events**

Keep checking the [AUP website](#) or our [facebook page](#)!

HOW TO SECURE AN INTERNSHIP?

3. Other resources available for your internship search

- **Ask yourself the following questions**

1. Have I looked for websites which reference jobs & internships in my field?

For suggestions, please check out the list of internship search databases in appendix.

2. Have I considered subscribing to newsletters, newsfeeds or Facebook career-oriented pages?

Examples: [Getting into International Development](#) ; [EU Careers](#)

3. Have I checked the website of companies which interest me?

4. Why don't I send open applications to organizations which interest me even if they are currently not offering any openings?

- **Consider doing the following**

1. Inform your network (relatives, friends, etc.) of your current search – Almost 25% of AUP students find their internships through their network!

2. Discuss your plans with your professors: they may be able to help.

3. Use LinkedIn to connect with people of interest.

4. Join professional interest clubs, attend professional organization conferences or seminars.

5. Meet with professionals to discuss their career (you can use the guidelines for informational interviews to prepare for the meeting – [see website](#)).

4. Do your research and prepare ahead of time!

We recommend that you start working on your CV and cover letters well in advance. Take time to do your research and think about the bigger picture. Start applying one or two semesters before your internship takes place – according to the type of organizations you are targeting.

To receive assistance with the following, please [contact the Career Development Office](#).

To look at the bigger picture, you may also:

- Join the [Career Mentoring Program](#) (open to junior, senior and graduate students every fall)
- Check the Career Insider Online Library (through [AUP website](#)) – career guides
- Check Going Global (through [AUP website](#))

HOW TO SECURE AN INTERNSHIP?

5. Things to consider prior to or when looking for an internship

When looking for an internship, please consider the following 3 main aspects:

Your personal situation

- **Location:** Do you have any desires or requirements to consider (funding, family, future career development, language) based on the location of your internship? Do you need a visa? Can you still receive US federal loans according to the location of your internship? Etc.
- **When should I do an internship?**
 - Please consider which semester(s) would be the best suited for doing an internship.
 - Ask yourself if you need to defer graduation to register an internship. [LINK](#)Don't hesitate to contact the Internship Office at: internship@aup.edu
- **Paid versus unpaid internship?** Do you need to be financially compensated for the internship or is the learning experience going to be valuable enough?
 - FYI, internships taking place in France are paid a small remuneration when lasting more than 2 months or 44 days. To learn more, please download the following brochure. [PDF](#)
- **Organizational size and type of organization?**
- **Type of Internship?** What is your desired outcome? What do you need to do to fulfil your academic requirements? Which set of skills are you looking for? Etc.

AUP Academic Requirements

Please refer to the website and contact the Internship Office for more details. [LINK](#)

The legal context

Please refer to the website and contact the Internship Office for more details. [LINK](#)

To help you consider all the above, we've compiled a checklist. Download the document here. [LINK](#)

Appendix – List of Internship Search Databases

[Bale.fr](#)

This is the best site for IT, editorial and communication internships, with more than 400 companies in its database.

[CIDJ](#)

Non-profit organization specializing in making information accessible to young people and adults. It provides extensive advice regarding internship search and has a section for employers to post internship offers.

Craigslist Paris --- Craigslist London

A good website whether you are looking for an internship or an apartment in Paris. It exists for various countries and various cities.

[EurActiv](#)

The EurActiv JobSite is a part of the wider FastActor service which includes the EurActiv Press Release Service and Agenda. Publishing jobs and internships in EU affairs, from junior to top-level positions, the EurActiv JobSite provides you every day with the hottest vacancies in EU circles.

[Fashion Jobs](#)

This is a good site to find jobs and internships in the fashion industry/luxury sector in France.

[Internqueen](#)

The Internqueen Lauren Berger visited the AUP Internship Office on 15 December 2011 to introduce her website and book. You have free access to her internship offers all over the US, blogs and videos on her homepage.

[JobOnline](#)

Part of the Careers Group – University of London. List job and internship opportunities, mostly UK-based.

[Kap Stages](#)

This site mostly focuses on France but also covers several other European countries and international offers.

[Keljob](#)

Several options are available on this site to search for internships in France.

[L'Etudiant](#)

This user-friendly site, designed by the famous publisher of the magazine L'Etudiant and related guidebooks, provides guidance through the search process and information about various industries.

[Mediabistrot](#)

US media internships and jobs database recommended by AUP student. Registration required.

HOW TO SECURE AN INTERNSHIP?

Internship often paid.

[Peace and Collaborative Development Network](#)

The PCDN network has an active jobs postings section and guides to key job lists in the fields of international development, peacebuilding, social entrepreneurship, humanitarian relief and related fields, resources for job hunting, etc.

[Proficulture](#) or [Jobculture](#)

Websites specialized in jobs and internships in the culture and communications area in France.

[Reliefweb](#)

United Nations' website providing information to humanitarian relief organizations and a platform to post their job and internship offers.