

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?

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.

The 2014 Next Destination Survey showed that AUP recent graduates were twice as likely to secure employment in the 6 months following graduation if they had done at least one internship while at AUP!

1- Take your career for a test drive

- Confirm your career plans
- Hone your career plans
- Open new perspectives
- You don't know? Start somewhere!

2- Use the academic value of your internship to your advantage

- Apply classroom knowledge to a real world setting
- Earn credits
- Better understand your major
- Make enlightened decisions about your choice of major, minor or courses

3- Increase your employability

- Develop key skills for employers
- Acquire relevant professional experience prior to graduation
- Build a strong work ethic
- Boost your CV
- Learn to master the recruitment process
- Network
- Get familiar with an industry or a type of organization

4- Get to know yourself better

- Build your confidence
- Discover strengths and assets you did not know you had
- Build your motivation
- Learn to balance work and personal life early
- Identify weaknesses you will learn to address
- Brand or re-brand yourself

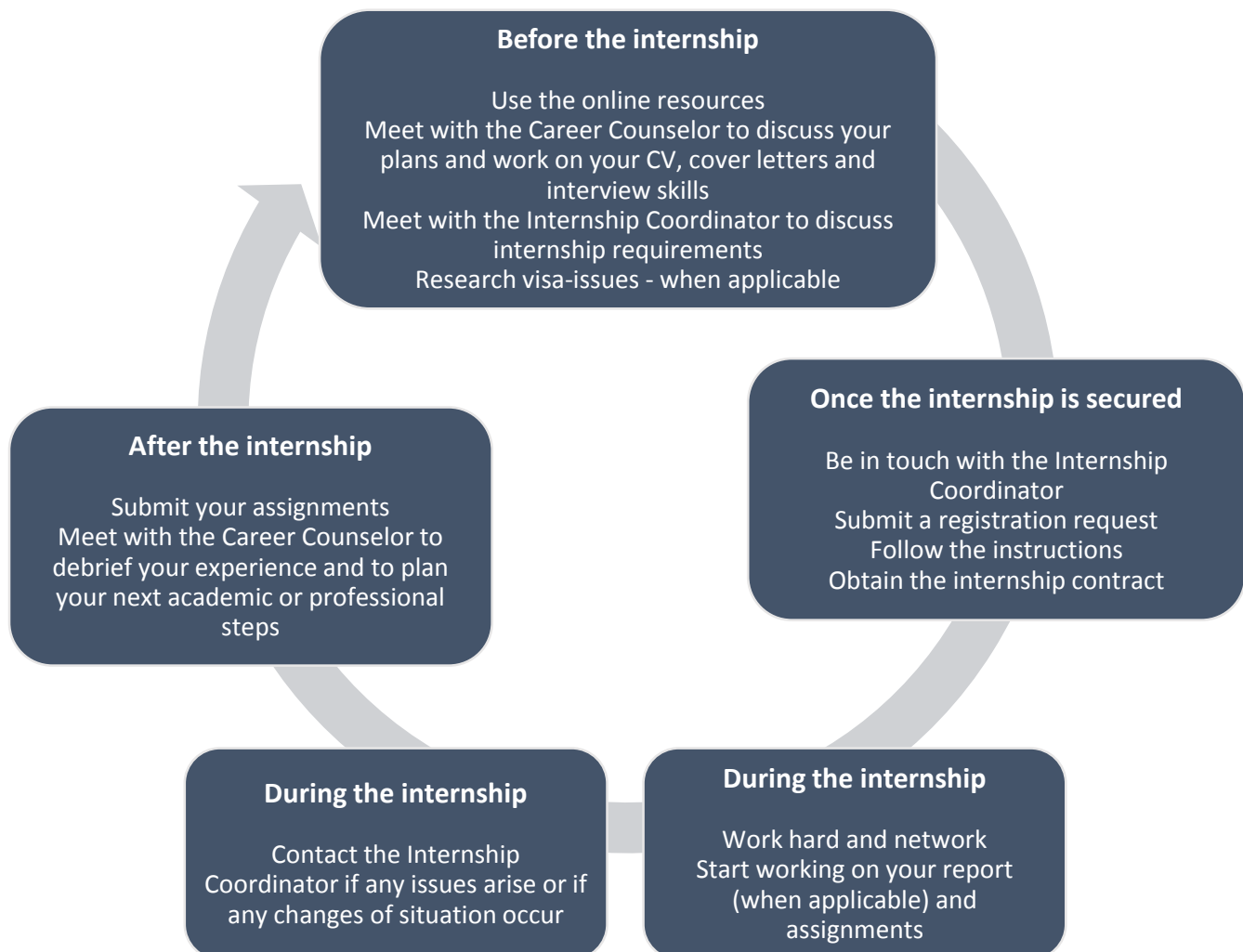
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2. The internship cycle at AUP: who should I talk to and when?

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.



3. 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.

Be in touch with the [Career Development Office](#) 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 – [AUPCareerDev.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!

5. 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 annex.

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](#)).

6. Do your research and prepare ahead of time!

Finding the right internship takes time and requires a strategy! We recommend that you start working on your CV and cover letters well in advance, that you take the time to do your research and think about the bigger picture, and that you 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?

7. 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?
 - If you are receiving U.S. governmental loans, please review location guidelines of where you can complete your internship to receive funding. US Federal Loans. Indeed, it is important to note that in order to be eligible for US federal loans, BA and MA students have to do their internship outside of the United States (New regulation by the U.S. Department of Education - valid as of 1 July 2011).
 - Ask yourself if you will need a visa to intern?
- **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](#).

Don't hesitate to contact the Internship Office.

- **Paid versus unpaid:** 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](#).
- **Organizational size and type of organization:** Do you have an entrepreneurial sense and want to see how a small organization operates or would you like to work for a multi-national? Are you interested in interning for a small NGO or an International Organization? Do you fancy the challenge of interning for a newly-born start-up or do you prefer interning for a well-established company? Would you prefer to work in the public or in the private sector?
- **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.

Download: Internship Planning Brochure under Internship Office > forms & resources

The AUP Academic Requirements

Please refer to the website and contact the Internship Office for more details.

The legal context

Please refer to the website and contact the Internship Office for more details.

HOW TO SECURE AN INTERNSHIP?

Internship Search Databases

Website	Details	Category
CapCampus	Student portal that also includes internship offers in France as well as abroad. Students can post their CV through the site. Membership is free. Student can also search for student jobs.	General
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.	General
En Stage	Website specializes in internship postings with hundreds of postings in various sectors. The site offers information on how to find an internship. Students can upload their CV and receive offers via e-mail.	General
Indeed.fr	Website which centralizes hundreds of internship postings in various sectors.	General
Job in tree	Website which centralizes hundreds of internship postings in various sectors.	General
JobStage	Jobstage.com offers internships in the major employment sectors. Resumes/CVs can be posted online, but need to comply with JobStage's format. Direct links to the companies listing internship opportunities are provided.	General
Kap Stages	This site mostly focuses on France but also covers several other European countries and international offers.	General
Keljob	Several options are available on this site to search for internships in France.	General
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.	General
LinkedIn Jobs	LinkedIn Jobs is an easy tool for student to search for internship offers in Paris as well as abroad. Students can upload their resume and apply for a position directly through LinkedIn Jobs if they have a LinkedIn account. LinkedIn Jobs is also available as a mobile app.	General
Page Talent	The site lists internship offers in France and also provides advice on finding internships outside of France. Students can post their CV on the site and receive alerts. Membership is free.	General
Bale.fr	This is the best site for IT, editorial and communication internships, with more than 400 companies in its database.	IT, Video Editing, Digital Communications

HOW TO SECURE AN INTERNSHIP?

Coordination Sud	Platform which centralizes job, internship and volunteering opportunities from some of the biggest French NGOs. Internships are based in France but also abroad.	International Development, Humanitarian Work
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.	International Development, Relief Work, Peacebuilding, Social Entrepreneurship.
Reliefweb	United Nations' website providing information to humanitarian relief organizations and a platform to post their job and internship offers.	Humanitarian Work, International Development.
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.	EU affairs
EU Careers	Website of the European Union dedicated to recruitment.	EU affairs
Euro Brussels	Euro Brussels calls itself "the European Affairs jobsite". Also post numerous internship opportunities.	EU affairs
Fashion Jobs France	This is a good site to find jobs and internships in the fashion industry/luxury sector in France. Same website exists for the US.	Fashion
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.	US-based internships
iQuesta	iQuesta is a useful resource for students seeking internships. The site specializes in engineering, consulting, communications, industrial and sales sectors.	Engineering, Consulting, Communications, Sales
JobOnline	Part of the Careers Group – University of London. List job and internship opportunities, mostly UK-based.	UK-based internships
MediaBistro	US media internships and jobs database recommended by AUP student. Registration required. Internships often paid.	US Media
ProfilCulture	Websites specialized in jobs and internships in the culture and communications area in France.	Culture, Communications
JobCulture	Websites specialized in jobs and internships in the culture and communications area in France.	Culture, Communications