Internship Resources

What To Do Before the Internship

• Determine internship preferences, i.e. industry, skills to develop, location, type of company (large vs. small vs. start-up), financial needs, etc.
• Prepare application materials — resume/CV and cover letter, professional references, etc.
• Practice interview techniques and conduct a mock interview
• Glance at existing internship postings to clarify interests, customize application materials and start networking!

The Search

• Let your family, friends, faculty and friends of friends know you are looking for an internship. Talk with alumni — conduct an informational interview using Duke Alumni Directory.
• Attend the Career Center career fairs including the Career & Summer Opportunities Fair in January
• Participate in the Career Center On-Campus Recruiting Program through CareerConnections
• Meet with a career adviser
• Keep networking!

Applying to Internships

• Keep a log with employer names, date of application, date of follow-up, notes, etc.
• Remember — quality of application over quantity of applications
• Tailor your resume/CV accordingly
• Have a professional email and voicemail
• Respond promptly to all messages
• Maintain a professional online presence: Facebook, Twitter, LinkedIn, etc.
• Network, network, network!

Resources Available Through Duke Career Center

Internship Search

• CareerConnections Database
• Internship Series Online Database
• iNet Internship Database
• UCAN Internship Database
• GoinGlobal
• CareerBeam
Internship Funding Options
• Career Center Internship Funding Program
• Funding sources at Duke University
  https://studentaffairs.duke.edu/career/online-tools-resources/funding-opportunities-duke
• Part-time employment or on-campus work (https://dukelist.duke.edu)

Internship Credit Options
• Academic Department (varies by department)
• Trinity College Academic Internship Policy
  https://studentaffairs.duke.edu/career/about-us/policies/duke-internship-credit-policy

General Resources Online
• Internship Boards: internships.com, internmatch.com, internweb.com
• Local Start-Ups: downtowndurhamstartups.com, thestartupfactory.co
• Comprehensive Job Boards: indeed.com, simplyhired.com
• Social Media Resources: twitjobsearch.com, linkedin.com