



Creating Your Own Internship

Sometimes it takes thinking outside the box to find an internship opportunity that aligns with your interests and values, utilizes your strengths, *and* develops specific new skills. In addition to applying to posted positions, many UP students have had success creating an internship with an existing contact, or via direct outreach to an organization of interest. Factor this process into your [Internship Search Action Plan](#). This handout outlines suggested steps to create your own internship.

Creating your own internship is about harnessing your existing skills and strengths, developing professional connections within your field of interest, and being persistent. Sometimes this is simply a matter of good timing, or consistent follow-up.

Every situation and employer is unique, so select the strategies that makes the most sense for you. It is always best to meet with a Career Center staff member to receive advice and feedback on how to best approach this given your goals and skills, *prior* to contacting the organization.

Potential Organizations to Contact:

Contact a previous employer. Students regularly have success in creating an internship by connecting with previous part-time job employers and adding value to the organization based on first-hand knowledge of an organization.



Creating Your Own Internship

- **Personal Development:** Includes clarification of work and personal values, self-confidence, self-awareness, time management, familiarity with a location, cultural experience or appreciation for diversity. *Example: I will gain more confidence in working within a public history setting by interacting with museum clients and other museum stakeholders daily.*

It is a good idea to prepare by outlining these goals and proposed responsibilities *before* you connect with the professional to whom you'll pitch an internship. *After* your conversation, send them a follow-up with an outline of what you discussed regarding the role, which might differ from what you originally anticipated. They will be very impressed by your organization and initiative.

Elements to Include in an Inquiry Email:

Your contact information, year in school, major;

Your skills/qualifications/coursework relevant to the industry or intended position;

The company or organization's name and your interest in that organization, how you identified them, and/or if you were referred by another contact;

Summary of your objective for an internship

Duration

The faculty member who will be advising you during your internship (if you are completing the internship for academic credit).

Attach a recently updated resume

Inquiry Email Template:

*Note this is not intended to be a lengthy cover letter. It should be about one paragraph in length and include an attachment of your most up to date resume.

Your name and contact information at the top

Salutation

This greeting should address an individual by name (and may require web and LinkedIn research, or a call to the organization).

Background

This section should succinctly outline your understanding of the industry in which you are applying for the internship and give an outline of why you are interested in this field for internship work. In a brief paragraph, list significant and

Creating Your Own Internship



Creating Your Own Internship

Additional resources:

[The Right Way to Ask for an Internship in an Email \(With Examples!\)](#), The Muse

For a comprehensive, innovative guide to this methodology of landing your dream internship, check out [Hacking the Internship Process](#), by Bill Hobbs and Zachary Schleien

[Creating Internships Out of Thin Air](#), The Wall Street Journal

[How to score an internship during the COVID-19 pandemic](#), The Conversation

[3 Ways to Create Your Own Internship](#), Big Dream Gathering

[How to Create Your Own Internship](#), Career Contessa