

Design Your Own Internship



Sometimes you have to think outside the box to find an internship that's right for you. Consider the following scenarios:

- You need an internship that's near home
- You don't have the experience (yet) to get the "ultimate" internship
- The internships available are not a good fit for the kind of experience you're seeking

If any of these scenarios describe you, a little creative thinking may be your ticket to the perfect internship.

The Process, Step by Step

If designing your own internship sounds daunting, follow these steps:

Research and Reflect

1. Find an organization that you're genuinely passionate about. Maybe you believe in their mission, care about the population they serve, love their products, etc.
2. Reflect on what you want out of an internship. Do you want to apply your skills in a real-world setting? Learn something new? Experience a new work environment or different way of working?
3. Identify a good-fit contact within the organization. One way is to research the company and see if there is someone who handles internship requests, or find people on LinkedIn who work for the company and see if they can point you to the right person. At the Y, the main contact is Gina Miller, Internship Coordinator (full contact info is listed at the bottom).

Write and Refine

1. Tailor your résumé to showcase your most relevant skills and experiences.
2. Write a one-page proposal letter (similar to a cover letter) that covers the following:
 - a. How do you know about the Y and why are you interested in interning with us?
 - b. How can you contribute to the Y? Give brief ideas of projects you can work on, problems you can help solve, populations you can serve, etc.
 - c. How are you qualified? What knowledge, skills, and experience would help you be successful here?
 - d. What do you want to learn from us? Share some brief ideas; you'll create actual learning goals later.
 - e. Available start date, preferred end date, and approximate number of hours per week you're available.

Contact Information:

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