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## **Steps to Attain an Internship or a Co-Op**

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### **Abstract:**

In this presentation I will explain the process to attain work experience through an Engineering Cooperative Education and Professional Internship Program from major engineering corporations. This process consists of four main steps: First - become involved in an engineering club/society at your university Second - construct a professional resume/cover letter Third - attend many engineering conferences Fourth - keep networking with your teachers and classmates at your University. With these four simple steps you will gain experience and knowledge from not only people who are already engineers with jobs, but students who had experienced internships as well as coop programs. This will give the audience an opportunity to understand how important it is to have experience in an internship or a coop before they can get a well paid job after they finish their degree. The participants will be provided with statistics, handouts, pamphlets of many engineering corporations that are offering internships and coops. Presenters will expose to the audience their internship experiences at the engineering corporations and conferences. At the end of the presentation there will be an open question forum so the audience will be able to ask any questions that they have concerning our topic.

### **Key Words:**

Internships, Clubs, Job Fairs, Networking, Resumes

### **Introduction**

The How to Achieve an Internship Forum was something that was discussed and made yearly in the University Of Central Florida Society Of Women Engineers. The University of Central Florida Society of Women Engineers is a club that participates in these forums also around the world and it is said that out of all of the presentations in the engineering clubs or in general clubs that internships are one of the top three.

One of our goals was to make this a yearly event because we believe that internships are the key to receiving experience, respect, and in the end a well paid stable job. With this yearly event being put out in many difference conferences it will excel the knowledge of how to get an internship with all of our future engineers. This will benefit them in many different ways. To start this process there are four different steps. Lets go ahead and begin our journey.

## **1. Clubs**

The first step to achieving an internship is to go to many join a club. Many people wonder why clubs in universities are so important. They are important because they provide us with information that we need through forums and presentations on topics that will benefit us. Some of these topics include how to build your resume, how to build your cover page, as well as how to get a job. These are all other important topics that will benefit us in the end.

Also, they host conferences all around the nation so that you will network with not only students in your same position, but professional companies that have been through your shoes and want to help you achieve your goal. This networking will help build your reputation as a worker in the engineering industry.

Besides the professional companies in the conferences these clubs as well have there own sponsors who will be able to help you in your networking and to achieve more experience as a future engineer.

## **2. Resume/Cover Page**

The second step to how you achieve an internship is by working on your resume and cover page. This is because as soon as you do join a club the first thing they will tell you that you need to have on you and ready to go is your resume. At conferences or at any professional engineering gathering internships will be handed out and if you do not have a ready made resume and cover page you will not make as good as an impact.

Some places that you can go ahead and define your resume to be better than many others is your universities career center. They usually have a program where you can go and show them your resume and they will help you get it down to perfection according to the different type of internships you are applying for. Another good way of getting your resume to perfection is by letting a friend that has had an internship already guide you through there resume so that you can see what that company is looking for and then relate it to the company of the internship you are going for. Last place that will help you out is in your actual club. They will host presentations and forums as well to go ahead and present how a normal engineering resume usually looks like based on your different majors as well as asking questions about the resume.

## **3. GPA**

The third step to achieving an internship is by having at least a GPA of a letter grade B. They take into consideration your GPA overall above many other qualifications that you may have.

Some of the things you can do to make sure that your GPA doesn't fall lower than at least a 2.5 is first go to class. I know that it seems like something so simple, but you would be amazed at the difference in statistics from people not going to class and people going to class.

The second thing that I would advise you to do is to go to tutoring if you need it. This will help you achieve that 3.0 average that all of the companies are looking for. The last thing I would advise you to do is to talk to your teachers this will not only help your teacher/student relationship, but it will show them that you are interested and they will be willing to help you with anything and they will be a great reference in your resume.

#### **4. Conferences**

Now that you have all your essentials to be able to get an internship, people wonder where they are offered. The answers to these questions are conferences. They offer an array of students, classes, job fairs, networking with professional companies.

Many people would think that other students are just competition and that's it. They are competition for different internships, but they are also good resources to have. For example, if you meet a student at a conference and they have not only received an internship before, but have had a coop. They know these steps I am informing to you to perfection. They know how to talk to the companies and are very easily given opportunities. These are the students you want to learn from so that you can grow and become other student's competition.

Conferences as well offer classes, these classes are focused on mainly how to help an engineering student not only excel in their University as a student, but in life as a future engineer. These classes will help you in the future and gain experience for you. That is another one of the company's major criteria when looking for an intern in an engineering internship.

Now, where do we go and talk to these companies is probably what you have been thinking this whole time. Well, as well as in many universities, conferences offer the best Job fairs in the world. They gather many different companies who are looking for young interns to excel in their future career and they put them in a huge fair. This fair consists of all of their exhibitions; you will walk and dress professionally like these professional engineers do. Why, because they will not only judge your first 30 seconds talking to them they will judge your attitude, voice, and apparel. They do this because they want to know if you can fit into their company's criteria. One of the best places to learn how to be able to be confident at a job fair is again your career resource center. They as well will hold mock confrontations as if they were a company.

Lastly, is when you actually go up to talk to these companies. Like I mentioned earlier your voice is a big difference in whether or not you receive this internship. Again, people wonder why, and this is because it signifies the difference between the weak and the strong students in the job fair. Keep in mind they do these fairs for over a day and a half and see over 800 students in one conference. Now imagine they go to over 30 conferences or maybe 20 a year. That's why you need to stand out. Shake their hand

firmly, greet them properly and speak to them confidently. This will give you a guarantee proposal for your resume and a card with their information on their.

### **Post:**

After you give them your resume there is one more courteous thing you need to do to guarantee your internship. That is to call them before they call you. You need to let them know you are very interested in their company and in that internship. Act confident but still eager to receive an answer.

### **Conclusion**

So Internships as many thought were not complicated, as you can tell now they are. It is a process that most people tend to not follow to perfection. But if you do you are basically guaranteed an internship with any company.