



UNIVERSITY OF CENTRAL FLORIDA

CAREER SERVICES &
EXPERIENTIAL LEARNING

FINDING OFF-CAMPUS EMPLOYMENT DURING GRADUATE SCHOOL

Internships and Part-time Jobs

In today's highly competitive job market, internships and part-time jobs have rapidly become a prerequisite for many full-time positions. The payoff for graduate students is invaluable: real world experience, evidence of their future job-worthiness, and contacts in their field of interest. Numerous studies indicate that students who obtain career-related experience are more certain about their career choices, are better prepared and more competitive in their job search, and receive higher starting salaries.

FINDING AN INTERNSHIP OR PART-TIME JOB

Step 1: Target Your Goals

Define your goals for part-time employment. Consider how this part-time experience could make you more marketable for full-time work. Think about how this experience could help you to more clearly define your career interests.

Step 2: Prepare for Your Search

- Consider creating a targeted resume to emphasize skills that would be useful in your field of interest. Be sure to use the language of your field and emphasize the skills that you are obtaining through your graduate degree. For example, a resume for the field of public relations should include skills like writing press releases, knowledge of crisis management and, public speaking experience.
- Prepare a budget to see how much you need to earn per hour and how many hours you need to work each week.
- Bring your resume by Career Services and Experiential Learning (CSEL) between 10 a.m and 4 p.m. Monday–Friday for a critique. A good resume goes a long way in getting you an interview.
- Attend a *Resume and Job-Search Strategies* workshop at CSEL (Check the calendar at www.csel.ucf.edu for available dates and times).
- Complete a practice interview at CSEL.

Step 3: Register with Gold Connection

CSEL's **KnightLink**, an online recruiting system, contains job postings for part-time jobs and internship positions. To sign up for the KnightLink, stop by CSEL and fill out a gold card to gain access. Bring your Network ID (NID) and CSEL will give you a username and password.

Step 4: Identify Employer Prospects

Identify internships through internship directories and employer directories in the CSEL Library, CSEL's Lockheed Martin Work Experience Program, listings on the KnightLink, networking, Chamber of Commerce, the Center for Cooperative Education and Applied Learning and your academic department. Network with family and friends to identify companies and to gain contacts. Ideally you should start your search six months to a year before your desired start date. Prioritize your list of prospects based upon your preferences.

Step 5: Apply for Internships

You should be prepared to send employers your resume and cover letter; and upon request, three letters of recommendation, a writing sample, and your academic transcript. Apply directly for KnightLink internship listings, which are updated continuously. Apply online through company websites and job listing websites. (Attend career fairs, such as the Internship Fair (January), and the Career Expo (September and January) and Statewide Job Fair (May). Go to the CSEL website for more information about these events.) Contact prospective companies' Human Resources departments to determine if the company has an internship program or part-time opportunities. If your target company doesn't, use your company research to discuss the possibility of working on a project. Use your networking to directly contact a department manager in your career field. A department manager may have staffing needs that human resources is not aware of or decide to create a position based upon your qualifications. Over 70% of jobs are found through networking and directly contacting employers. Be persistent and follow-up!

For more information on finding internships and part-time employment, contact:

Career Services and Experiential Learning
Phone: 407-823-2361
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