

CAREERSERVICES

DISCOVER YOUR PATH

Tips for Finding Internships

CWU offers several tools and resources to help students find and secure appropriate internship opportunities. Check out the list of general tips or resources below for some ideas on how you can jumpstart your internship search efforts.

Visit Career Services: Get help with your resume, cover letter, interviewing skills or discuss general internship search strategies. Call our office at (509) 963-1921, email us at career@cwu.edu, or visit cwu.edu/career for more information. You can also book an appointment with our internship coordinator for more specific internship questions and visit our website to schedule or contact directly via email at internships@cwu.edu.

Utilize the Wildcat Career Network: Login through your [MyCWU](#) dashboard to search for current internship postings, learn about upcoming career fairs and recruitment events, work on your internship application, and get updates on companies that are hiring on campus.

- *How to start your internship application in the Wildcat Career Network(WCN):*
 1. Login to your account via the link in your [MyCWU](#) dashboard.
 2. From the WCN home screen, use the left tab bar to navigate to “Cooperative Education & Internship Program”
 3. Select the “Add New” button that should appear on the page near the lower middle of the screen.
 4. Fill out the form as prompted.

Check with your Department and Faculty: They can be a great resource to help students find potential internship opportunities. Ask your department or faculty if they have any suggestions or leads for potential internship roles that align with your major or interests.

Look at past CWU internships: Career Services can gather past internship reports from the last couple of years to show where students have done internships in the past. This will give you a way to see which companies have worked with students in the same major as you. Email internships@cwu.edu to see where other students have completed their internships or to find potential “warm-leads” you can follow-up on.

Check Company Websites: Most big organizations or companies that offer internships will have a standardized internship program with details and information available online. If you find a company of interest, check their website to see if they provide any specific information about their internship processes, programs, or current opportunities.

Search Job Boards: Public job boards like LinkedIn, Indeed, USAJobs, Idealist, Dice, and many more can be a great place to look for an internship. You can also search more targeted job boards such as Internships.com or internjobs.com. Try searching keyword “Intern” along with specific position titles, industries, or skills to see what you can find.