**INTERNSHIP GUIDE**

 

**WHEN TO LOOK**

The summer after the junior year is the ideal time to complete your internship. You should start looking in August at the beginning of your junior year because some internships will only be posted for a few days. \*

**WHERE TO LOOK**

Remember that many of these sites have search engines. Use key words. Look in cities or regions that interest you. Set alerts to be emailed to you. Most importantly, check every 24-48 hours so as not to miss a post.

* Handshake
	+ Have a full profile
* Teamworkonline
* Indeed and search for sports
* LinkedIn.com/jobs/
* Zip Recruiter and search for sports
* Glassdoor and search for sports
* Monster and search for sports
* Google “Sports Management internships”
* NCAA Market
* Bluefishjobs.com
* Paid sites like workinsports.com and jobsinsports.com
* Call, call, call the organization directly

**VOLUME MATTERS**

It is not uncommon to apply for more than 50 internships, especially if you are pursuing the national internships. This is a very, very competitive field that attracts people from all majors and levels of experience.

**THE TRUTH ABOUT FIVE STAR INTERNSHIPS \***

Want to work for ESPN, a team in MLB, NBA, NFL or NHL? You will need to grasp that you are competing against a very, very strong pool of candidates including graduate students. It is not uncommon for students who desire a five star internship to complete an initial smaller internship in the summer after their sophomore year *(hence starting their internship search a year earlier than noted in the “When to Look section above)*. \*

**PDC FUNDS & MOCK INTERVIEWS**

If an internship is unpaid still pursue it because our Professional Development Center has “Intern Sponsorship Funds” that you can apply for to offset expenses. The three eligibility requirements are:

1. You must register the internship for academic credit

2. The internship must be unpaid

3. You must complete the application for the funds

Contact houghja@westminster.edu (Mrs. Jen Hough) for more information on how to register your internship and to receive an application for the Intern Sponsorship Funds. The deadline to apply is traditionally Monday, April 19. Also utilized the Professional Development Center for their mock interviews to better prep.

**NECESSITIES TO HAVE IN ORDER**

1. Strong professional resume
2. Strong professional cover letter
3. Strong LinkedIn page
4. Strong interview skills

**STRATEGIES**

1. Spend the freshman and sophomore years earning good grades, engaging in clubs/organizations and maximizing BOTH campus leadership opportunities and practicums.
2. The freshman and sophomore years are also the time to develop relationships with people that can serve as references or write letters of recommendations.
3. Inquire about alumni from our school working in the sports management industry.
4. Use your informational interviews and job shadowings in SMGT 110, SMGT 201 and SMGT 202 to network strategically in the sectors, towns and organizations that interest you. For example, do you want to work in professional sports, in California and with a NFL team? Then aggressively learn about and pursue the Los Angeles Rams, the San Francisco 49ers and Los Angeles Chargers. Have a goal with strategic plan instead of “just completing the assignment.”
5. Tell anyone and everyone that you want to work in sports. People from high school, teammates, neighbors, family, friends. That networking could be the one person that opens a door for you.
6. Be persistent. This is a great field. Anyone would want to work in it. You have to be tenacious.
7. Be different. How?
	1. Pursue campus leadership positions that jump off the resume and that you can discussed as your strengths during interviews.
		1. Resident Assistant
		2. Titan Guide
		3. Orientation Leader
		4. Professional Development Center Assistant
		5. Summer Research Fellowship

