



## **Internship Search for Students Studying Abroad**

Notre Dame study abroad programs are an important component of experiential education, providing students with the opportunity to gain an international perspective in an increasingly global community. Most students hope to obtain a summer internship in the US when they return. It's imperative that students studying abroad **plan the internship search before going overseas.**

The Career Center offers multiple workshops and individual counseling appointments to assist students with their search. To make an appointment with Bridget Kibbe, Career Counselor, call the front desk at 631-5200. Following is a checklist on how to prepare and guidelines regarding how to participate in the on campus recruitment process while overseas.

### **Preparation**

#### **Recruiting Timelines**

Look ahead regarding internship recruiting timelines. Application deadlines and interviews can vary depending on the industry. Some industries, such as accounting, consulting, and investment banking will typically only hire candidates who interview in person. Many organizations however, will hire based on phone interviews.

#### **Fall**

- Engineering Industry Day - September
- Fall Career Expo - September
- Employer Information Sessions/Industry nights
- Accounting, engineering, consulting & brand marketing internship interviews typically take place in September & October
- Check for early internship deadlines, particularly in areas such as government, journalism & research

#### **Spring**

- The Winter Career & Internship Fair takes place in late January
- Application deadlines can range anywhere from November through April. We often see December and January deadlines in areas such as investment banking, finance, marketing, advertising, non-profits, and public relations. Nothing is absolute, so check internship databases regularly for internship deadlines.

#### **Participation in Career Fairs while Overseas**

Applying for Internships offered through the Fall Career Expo & Engineering Industry Day and the Winter Career & Internship Fair.

- Internship descriptions and application instructions can be viewed in the fall by entering FCE09 (Fall Career Expo) or EID09 (Engineering Industry Day) in the keyword search on Go IRISH
- Internship descriptions and applications for WCIF10 ( Winter Career & Internship Fair) can be viewed as early as November
- You can apply for internships offered through the fairs on Go IRISH

- If the application instructions request you to bring a resume to the fair, submit your resume directly to the recruiter via email.
- Contact information is provided with the job description. If the recruiter contact information is not available on Go IRISH, please contact our office at ndcps@nd.edu or 574-631-5200

### **On Campus Interviews**

- You CAN apply to organizations on Go IRISH who are conducting on campus interviews. Clearly state in your cover letter that you are abroad. You should also follow up with an email to see if alternate interviewing arrangements such as a phone interview can be arranged.
- You CANNOT sign up on for an interview time slot through Go IRISH. If you receive notification that you have been selected for an on campus interview, email the employer directly and notify the recruiter that you are abroad
- Please do NOT schedule a phone interview during their on campus interview hours. This can become difficult due to varying time zones and the interview center does not provide phones for on campus recruiters.

### **Internship Search Strategies**

Remember that on campus recruiting and career fairs are just two facets of the internship search. See other sections of our website for additional internship listings, information on networking, and how to develop your own internship.

### **Checklist**

- Prepare resume and have it reviewed by a Career Counselor
- Draft a sample cover letter and have it reviewed
- Target your search. If you are unsure of what you want to do, meet with a Career Counselor
- Accounting, Consulting, and Engineering and Investment Banking try to contact employers BEFORE you go abroad
- Contact information for recruiters can be found on the employer section of Go IRISH
- Many employers will be recruiting on campus this fall for full time hires, and return in the spring for interns
- Check application requirements. Additional documents may be required such as, transcripts, letters of recommendation, writing samples and portfolios. Gather required materials before you go abroad

### **Resume & Cover Letter Tips**

- Display both international and home addresses prominently on your resume
- Include your international study program under the education section of your resume
- Clearly state in your cover letter that you are going abroad/currently abroad
- Cover letter should be very targeted to the internship/organization
- Include clear and accurate contact information

### **Phone Interviews**

- Some students have successfully obtained internships through phone interviews
- Offer to call the employer if they are hesitant about long distance phone charges
- Phone interviews require preparation! See the Interview section of our website for helpful tips.