

Internships & Study Abroad



Alumni &
Career Services

(804) 289-8547 | careerservices.richmond.edu

Office Hours: M-F, 8:30 a.m. to 5 p.m. | Drop-in Hours: M-F, 2 to 4 p.m.

Can I search for a summer internship if I'm studying abroad?

Yes, there are many things you can do to search for an internship before you leave and during your time abroad. Depending on the semester you go abroad, there are different challenges to prepare for. Most employers begin thinking about their summer internship needs in the spring, but there are some industries that regularly recruit their interns in the fall.

- Many finance and accounting organizations recruit for summer interns as early as September, with some finance organizations beginning recruiting efforts in early August. If you are interested in one of these types of internships and plan to go abroad in the fall semester, you must be diligent, have excellent follow-up skills, and be willing to balance the responsibilities of studying abroad and job-searching.
- Some federal government agencies like the Department of State, FBI, and CIA do have application deadlines in the Fall. Some government agencies require students to reside in the United States throughout the entire recruitment process. Start the process early so that you understand the requirements and can plan your study abroad experience accordingly.
- There are many organizations that have flexible recruiting processes and hire interns year after year and can be contacted at any time. Use the tips below to search for an internship.

What can I do before I go abroad to prepare for my internship search?

- Begin thinking about your internship plans as early as possible. Career Services offers programs throughout the year to help you prepare for an internship search before you go abroad. Career Services staff and services are available year-round, so take advantage before you leave.
- Use careerservices.richmond.edu for information on finding an internship, developing a résumé and cover letter, and interviewing for internships, including information on phone interviews.
- Talk with a Career Services advisor about your goals for an internship and how they fit into your career plans before you go abroad.
- Develop and network with personal contacts (professors, family, friends, alumni) for internship opportunities.

What can I do while I am abroad to search for internships?

- Use the Career Services web site resources, including SpiderConnect, and any reputable on-line database to search and apply for internships. Your career advisor can help you identify other effective internship search resources based on your interests.
- Contact employers through their organization web sites or via email to get more details about experiences, or apply for an advertised position.
- Use the Student's Guide to Remote Interviews on our web site to navigate the process of requesting a remote interview with employers who are conducting on-campus interviews.
- Email Career Services for specific assistance on your internship search at careerservices@richmond.edu
- Schedule career advising appointments via Skype or phone on SpiderConnect.
- Stay in touch with your academic department at UR, the Office of International Education, and your university abroad, all of whom receive information regarding internship opportunities that may be of interest to you.

Can I get an internship abroad?

- Talk to the Office of International Education before you go abroad to find out what resources are available at the institution at which you will study-some have offices similar to the Career Services that can help you.
- Network in country-your staff, faculty, host families, and peers are all potential resources for you!
- Explore established programs such as Council on International Educational Exchange (www.ciee.org), BUNAC (www.bunac.org), the Foundation for Sustainable Development (www.fsdinternational.org), AIPT (www.aipt.org), and Cultural Vistas (<http://www.culturalvistas.org>).
- The SPCS's Summer Internships Abroad are a great way to gain work experience while living abroad: spcs.richmond.edu/summer/internship-abroad/index.html