

Internships & Study Abroad



Alumni &
Career Services

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

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

If I study abroad in the fall, how can I search for a summer internship?

It is more common for employers to begin thinking about their summer internship needs in the spring (some exceptions are listed below). 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.

- Begin thinking about your internship plans as early as possible. Career Services has programs starting in early spring that can help you prepare. 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. Check SpiderConnect frequently.
- Talk with a Career Services advisor about your goals for an internship and how they fit into your career plans.
- Develop and network with personal contacts (professors, family, friends, alumni) for internship opportunities. If you want to remain in the country, use the connections available through your study abroad program.
- Many finance and accounting organizations recruit for summer interns as early as September. Some federal government agencies like the Department of State, FBI, and CIA do have application deadlines in the Fall. If you are interested in one of these types of internships, you must be diligent, have excellent follow-up skills, and be willing to balance the responsibilities of studying abroad and job-searching. Start this process early!

If I am abroad in the spring, can I still find a summer internship?

Yes. 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.

- Begin thinking about your internship plans as early as possible. Career Services advising appointments are available year-round, so take advantage long before you go abroad.
- 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. Check SpiderConnect frequently.
- Talk with a Career Services' Advisor about your goals for an internship and how they fit into your career plans.
- Develop and network with personal contacts (professors, family, friends, alumni) for internship opportunities. If you want to remain in the country, utilize the connections available through your study abroad program.

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

- Use the Career Services web site resources, SpiderConnect, the UCAN Internship Database exchange, Idealist.org, and any reputable on-line database to search and apply for internships.
- Contact employers through their organization web sites or via email to get more details about experiences, or apply for an advertised position.
- Offer your ability to interview via Skype to employers.
- Email Career Services for specific assistance on your internship search.
- 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 Office of International Education's International Summer Internship Programs are a great way to gain work experience while living abroad: studyabroad.richmond.edu