



UCDC INTERNSHIP SEARCH GUIDE



A GUIDE TO ASSIST YOU IN FINDING INTERNSHIPS FOR THE UCDC PROGRAM

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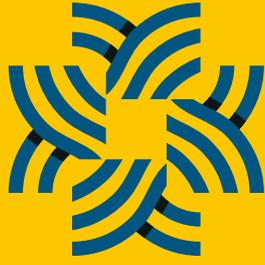
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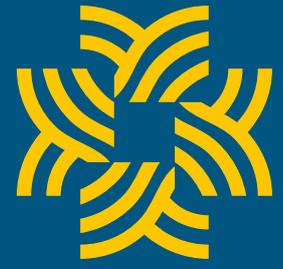
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Tips and Things
to Keep in Mind





GETTING STARTED



STEP 1

1 Utilize the [Internship Booklet by Major](#) to get ideas for potential internship organizations. You can also use other resources on our [Internships](#) page to help identify companies.

2 Once you have identified at least 10 organizations of interest, use Google search to learn more about their internship application instructions.

For example, if you are interested in the Human Rights Campaign, google "Human Rights Campaign Internship in Washington D.C."

Always include the organization's name, and the keywords "internship" and "Washington D.C."

3 See an example of what this search would look like on the next page



About 1,140,000,000 results (0.52 seconds)

Human Rights Campaign
https://www.hrc.org › about › careers › internships

Internships

Interns for Equality. Play an active role in the nation's largest LGBTQ+ equality organization; Gain valuable professional skills while developing your voice as ...

Human Rights Campaign
https://www.hrc.org › about › careers › available-inter...

Available Internships

While HRC is primarily regarded as a political organization, we offer internships in nearly all of our departments and programs, every one of which will ...

Human Rights Campaign
https://www.hrc.org › about › careers › internships › i...

Internship Questions & Answers

If your question is not answered below, please email intern@hrc.org. General Information. Where are your internships located? Our internship program will be ...

Click the internship link to find out more information about the application process and deadlines to apply

Our Fall 2023 Application is now closed. [Click here](#) to be notified when the next application goes live.

Please review the following information and our [Internship FAQ's](#) for more information on our program.

Interns for Equality

- Play an active role in the nation's largest LGBTQ+ equality organization
- Gain valuable professional skills while developing your voice as an LGBTQ+ advocate and leader.
- Find your role in program areas, ranging from political to development, communications to education.
- Connect with some of the foremost LGBTQ+ and allied leaders through educational brown bag seminars and other events.

Important Dates

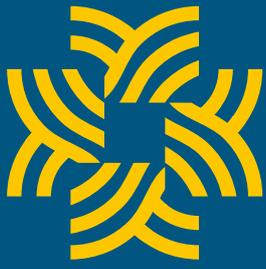
Internship Semester Schedule

We offer fall, spring, and summer internships in Washington, DC, (currently accepting in-person, hybrid, and in-person interns!) General timelines are listed below. Each of the three internship semesters corresponds to the most widely-used academic calendar for college and university students, however; we are able to work with those on quarterly systems as well.

- Fall: Application now closed. Internship applications will be available in June 2024.
- Spring: Application now closed. Internship applications will be available in October 2023.
- Summer: Application now closed. Internship applications will be available in February 2024

Once at the website, you'll be able to read more information about the types of internships offered, the deadlines to apply, and how to access the internship application.

It is important to remember that each internship opportunity has its own unique application process and the documents required to apply will range by organization but may include a resume, cover letter, letter of recommendation(s), transcript, and/or writing sample.



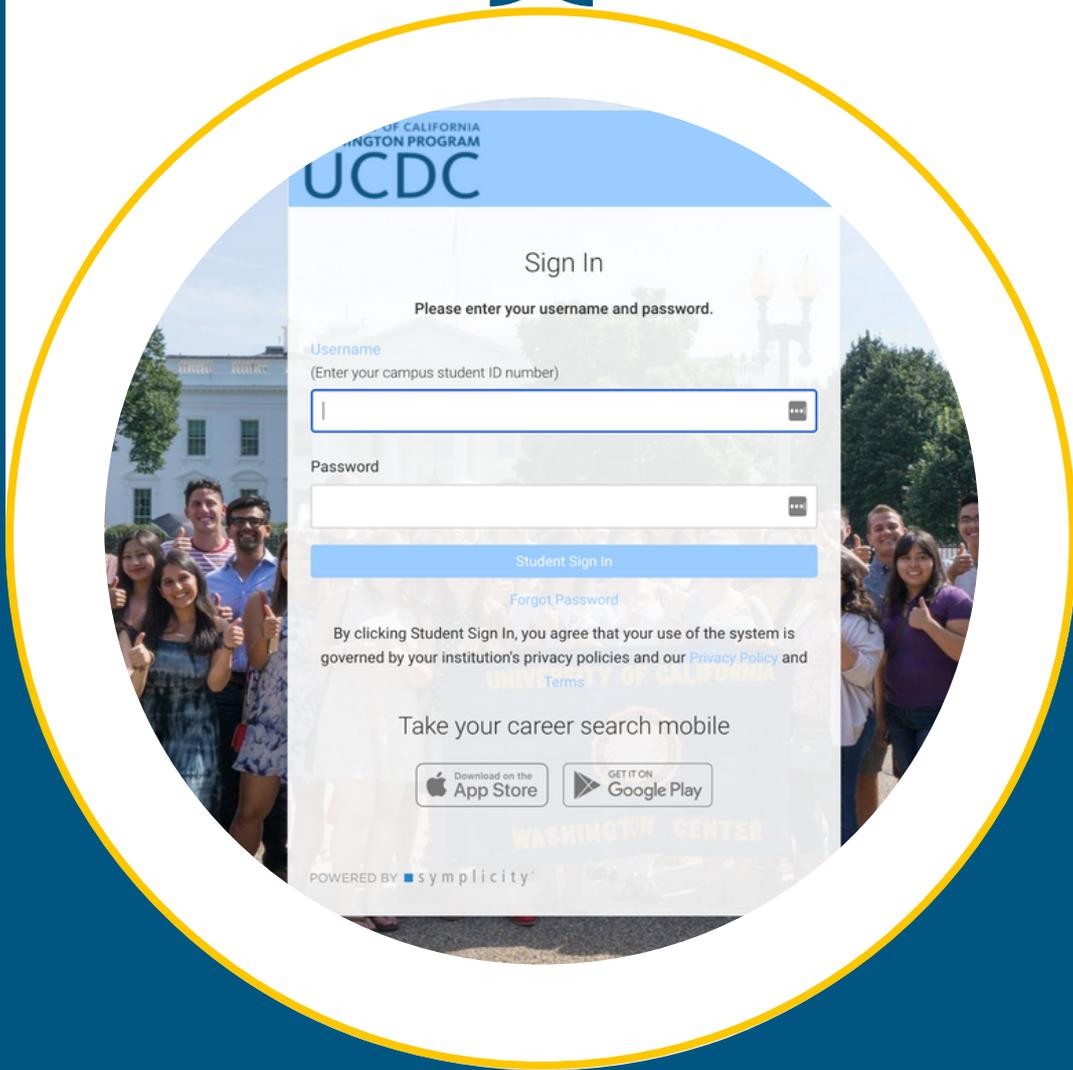
STEP 2

Keep track of internship opportunities you are pursuing and applications you send out through an internship tracking form (see example here: [internship tracking form](#))





NAVIGATING SYMPPLICITY FOR INTERNSHIPS



**REVIEW INSTRUCTIONS FOR
SETTING UP YOUR SYMPPLICITY
ACCOUNT HERE.**

HOW IT WORKS



Step 1

Complete your personal profile and academic profile

Step 1: Personal Profile

Internship Reporting/
Personal Information

Academic Profile

Internship Reporting/
Personal Information

Step 2

Complete the Internship Interest Form

Step 2: Internship Interest Form (IIF)

Internship Program

This is the next step after completing your **Personal** and **Academic** Information:

- Click on Internship Program to access the form (**IIF/ Application**)
- The IIF will provide AIT with helpful information about **your career goals** and the **type of organizations you want to intern with** in Washington, DC
- After the form is submitted, you will be assigned to work with a **Program Administrator**

Step 3

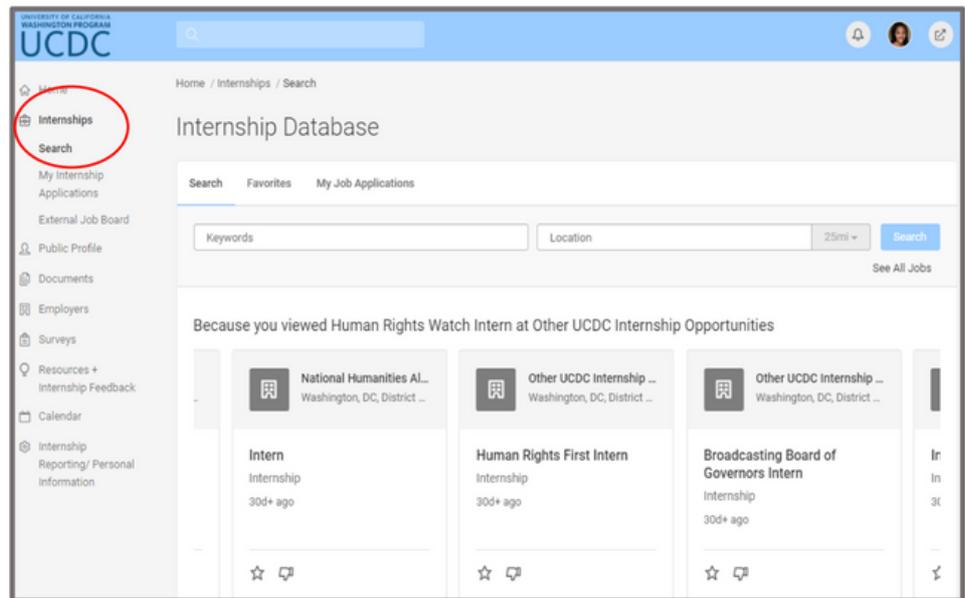
Start your internship search in Symplicity



Step 3: Internship Search

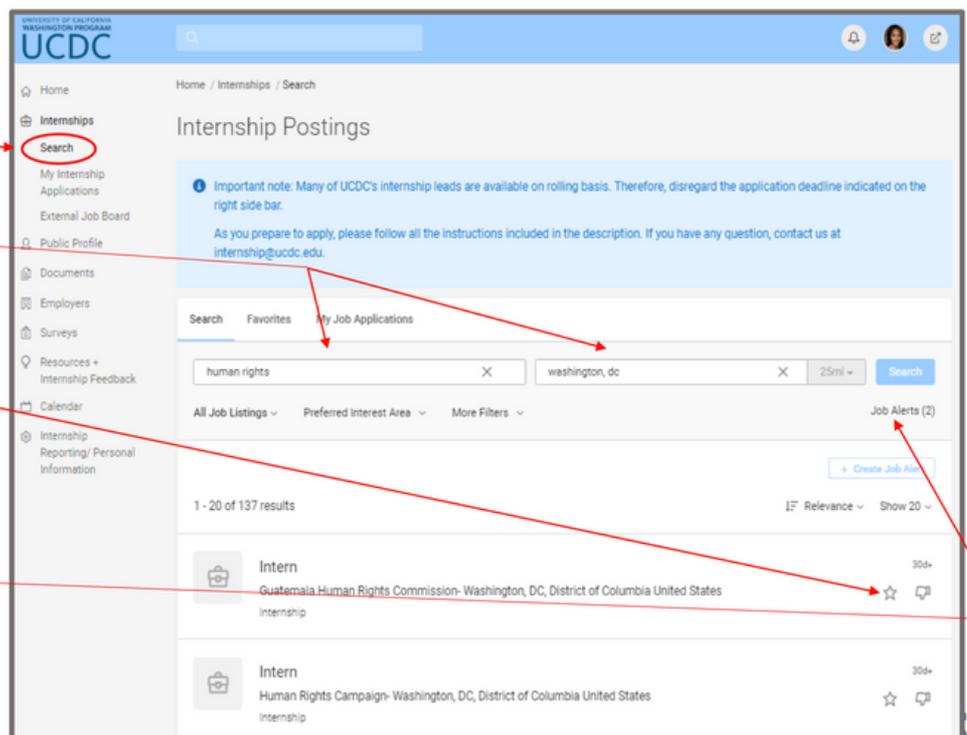
The database features **hundreds of organizations** that have advertised with UCDC or where former UCDC students interned.

- Opportunities are available in **all professional fields and academic majors** in the **DC Metro area**
- We are constantly **developing new leads** and will **highlight organizations with immediate needs** each week via an **e-newsletter**



Internship Search

- Click on Internships & Search
- You can search by **Keywords** and **Geographic area**
- You can add internships to your **Favorites** list by highlighting the star and return to the information later
- **Create Job Alerts** with an unlimited amount of keywords



Read the Internship Description

- Click on **Apply** to view Application instructions
- Important Resources** are available on the right side bar (important dates, tips for resumes and cover letters, etc.)
- Further down the page, the system will also suggest **Similar Internship/Jobs** based on your search
- Click on the title **"Intern"** to see a description

Apply to internships of interest following the instructions here

- Application instructions will appear when you click on **Apply**
- In this particular example, you'll see a **link to the internship page** for the organization, and a **summary of requirements**
- Applications must be submitted via **e-mail** to the pertinent contact
- Most organizations require you to **apply through their website**.
- Look for listings on the **Careers or Jobs** tab of their webpage

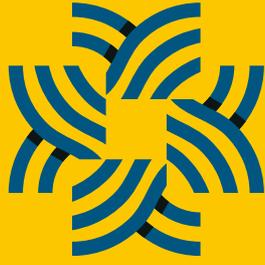
Upload documents so that your program administrator can review them and provide recommended changes

Upload copies of your:

- Resume
- Cover Letter
- Writing Sample
- Unofficial Transcript

Your assigned Program Administrator will:

- Review the documents
- Recommend changes
- Approve



RESUMES

RESUME WRITING TIPS



1 Review the job description.

Identify the required and desired skills and qualifications. Look for **keywords**. Consider using similar or the same wording in your resume if you feel they apply.

2 Create a list of accomplishments and identify your relevant skills.

List your education, jobs, volunteer and leadership positions, relevant coursework, and notable projects. What did you enjoy doing or are proud of?

Emphasize skills that you've gained that can be used in the position that you are applying for.

3 Write descriptive action phrases.

What you say is important, but how you say it can make all the difference. You have transferable skills (skills you have developed in multiple settings that enable you to do your job well across industries developed through school projects, jobs and internships, hobbies and extracurriculars) to offer potential employers.

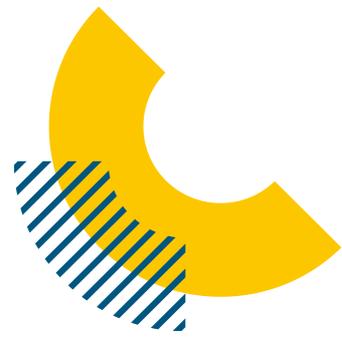


Once you have drafted your resume, get it reviewed by UCSC Career Success. This is a VERY important step.

More information on getting your resume reviewed by Career Success can be found here.



RESUME SECTIONS



HEADING AND CONTACT INFORMATION

- Full name
- Email (UCSC preferred while you are a student)
- Phone number
- Address (optional)
- LinkedIn profile, website, or digital portfolio (optional)

OBJECTIVE (OPTIONAL)

- An introductory statement that summarizes who you are and the skills and qualifications you will bring to a position.

EDUCATION:

- Degree Title: E.g. "Bachelor of Arts in Latin American and Latino Studies."- do not use abbreviations and be sure to list your full degree name.
- University Name: E.g. "University of California, Santa Cruz"
- Years Attended: E.g. "09/2021 - 06/2025"- include expected graduation date.
- GPA (optional): E.g. "3.7 GPA"
- Honors (optional): E.g. "Cum Laude, Magna Cum Laude, Dean's List, etc."
- Relevant Coursework (optional): as it relates to the internship position.
- Minor (optional): E.g. "Minor in Psychology."

EXPERIENCE:

- Job Title and Position
- Company Name, Description, Location
- Dates Employed
- Achievements and Responsibilities- under each experience type, include bullet points **using action verbs** that highlight your achievements and responsibilities
- You may also include other internships, volunteer opportunities, part-time work, clubs and organizations, campus jobs, fellowships, research, class projects, or any other relevant experience you have!

SKILLS (OPTIONAL)

- Soft Skills: These might include leadership, critical thinking, time-management, adaptability, etc.
- Hard Skills: These might include graphic design, Google Suite, Microsoft Suite, Adobe software, etc.

OTHER OPTIONAL SECTIONS

- Languages
- Hobbies and interests
- Awards and certifications
- Publications
- Extracurricular activities

HIGHLIGHTING YOUR ACHIEVEMENTS AND RESPONSIBILITIES ON YOUR RESUME

BULLET POINTS

- The content under your Experience section is where your skills and knowledge can shine.
- Look at the intern position you are applying to. List the qualifications and skills that they emphasize in the internship description.
- Begin your bullet points with action verbs! Arrange the descriptive phrases in order of relevance to the position. Avoid using "I" statements and articles ("the" or "a").
- Use the below formula to write your bullet points - start with an action verb, describe what you did, how you did it, and what the impact/ outcome/ results were. Wherever possible, quantify your contributions.
- A = Action | N = Noun | M = Method (How) | I = Impact | Q = Quantify

<i>Identify an experience</i>	<i>What did I do?</i>	<i>How did I do this? What skills did I use?</i>	<i>What impact did I make?</i>	<i>Where can I quantify and/or be more concise?</i>
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EXAMPLE ACTION VERBS:

- Aided
- Clarified
- Delegated
- Interpreted
- Processed
- Arbitrated
- Consulted
- Developed
- Interviewed
- Proved
- Advised
- Collaborated
- Documented
- Identified
- Publicized
- Analyzed
- Coordinated
- Enforced
- Inspected
- Recommended
- Approved
- Counseled
- Enlisted
- Investigated
- Represented
- Arranged
- Calculated
- Established
- Monitored
- Resolved
- Achieved
- Cataloged
- Evaluated
- Mediated
- Reviewed
- Assigned
- Collected
- Examined
- Negotiated
- Recorded
- Classified
- Computed
- Experimented
- Organized
- Reported
- Compared
- Conducted
- Extrapolated
- Planned
- Retrieved
- Compiled
- Correlated
- Formulated
- Prepared
- Suggested
- Consulted
- Critiqued
- Gathered
- Prioritized
- Systemized
- Contracted
- Diagnosed
- Influenced
- Produced
- Surveyed
- Controlled
- Discovered
- Informed
- Promoted
- Tested
- Coordinated
- Defined
- Inspired
- Prepared

EXAMPLES OF ACTION PHRASES DO'S AND DONT'S:

- Mediocre Description: Filed papers
- Good Description: Filed papers and prepared sensitive documents.
- Best Description: Accurately maintained files and efficiently prepared and processed sensitive documents for management team.
- Mediocre Description: Constructed website
- Good Description: Constructed website using streaming media and graphics.
- Best Description: Integrated graphics and streaming media to company website, resulting in a 45% increase in hits in the first six months.

FINAL TIPS



- Your final resume draft should fit on one page, and it is important to tailor it to the position you're applying for.
- We recommend having a self-reference resume with all the experience you have/everything you've done and been involved in.



- Have your resume reviewed by UCSC Career Success.
- [More information on getting your resume reviewed can be found here.](#)

RESUME EXAMPLE - LIMITED WORK EXPERIENCE

Limited Experience Example

Chris Slug

Santa Cruz, CA 95060
(123) 456-7890 • slug@ucsc.edu

OBJECTIVE

To obtain the Crisis Support Intern position at Walnut Avenue Women's Center

EDUCATION

Bachelor of Arts in Latin American & Latino Studies

University of California, Santa Cruz

June 20XX

UC Education Abroad Program

University of Argentina

Studied Spanish language and education issues in Latin America

Sept. - Dec. 20XX

SKILLS SUMMARY

Verbal Communication

- Positively greeted clients upon arrival to local counseling center
- Answered questions and inquiries both in person and over the phone and relayed information to appropriate staff members
- Translated personal information for patients from English to Spanish at counseling center
- Composed grammatical and accurate letters to patients and parents

Leadership

- Managed and supervised a group of 23 girls ages 6-12
- Designed and implemented creative English lessons for 23 girls
- Trained new student volunteers at counseling center and at a mentoring program for girls
- Assisted in brainstorming fundraising ideas for high school student government

Cultural Competency

- Create a warm, safe, and inviting environment for diverse and underrepresented populations
- Responsive to issues surrounding ethnic, socioeconomic, and cultural diversity
- Ensure welcoming and confidential discussions on sensitive topics

Administrative

- Maintained files and records at counseling center and tutoring program
- Assisted clinic manager in locating and filing client files
- Prioritized clerical tasks and completed projects according to deadlines

Computer

- Microsoft Word, Excel, & PowerPoint; Adobe Photoshop; PC & Mac

VOLUNTEER EXPERIENCE

Front Desk Assistant Volunteer, Hope Counseling Center, San Jose, CA, Summer 20XX

Tutoring Club Member, La Puente High School, La Puente, CA, Summer 20XX

Source: UCSC Career Success

RESUME EXAMPLE - TRANSFER STUDENT

Associate Degree/Transfer
Student Example

Cameron B. Teacher

teacher@ucsc.edu | (123) 456-7890

Objective: To become a Corps Member through the Teach for America Program

Education: **B.A. in Intensive Psychology with minor in Education**, December 20XX
University of California, Santa Cruz

A.A. in Interdisciplinary Studies, June 20XX
San Francisco City College

Relevant Experience:

Resident Assistant

UCSC College Eight, Santa Cruz, CA, September 20XX - Present

- Develop and facilitate a welcoming and educational living community for incoming students
- Collaborated with both on- and off-campus resources including student organizations, counseling services, and dining halls to create and promote educational workshops for residents
- Enforce university policies to create a safe and respectful environment; diplomatically mediated disputes and conflicts between residents

Research Assistant

UCSC Callanan Cognitive Development Lab, Santa Cruz, CA, January 20XX - Present

- Conducted studies and ran participants according to specific protocol to assess cognitive and language development in preschool children
- Transcribed, coded, and organized data gathered from studies and analyzed results and trends
- Maintained timely correspondence with parents both in person and via email to recruit and schedule participants
- Collaborated on reviewing relevant academic literature weekly with research team and Principal Investigator

Cal Teach Intern

Bay View Elementary School, Santa Cruz, CA, September - December 20XX

- Co-developed lesson plans with supervising teacher and taught engaging science lessons to a class of 30 elementary school students
- Met with struggling students 1-on-1 for specialized academic and personal support
- Evaluate student assignments and keep record of grades

Peer Adviser

UCSC Psychology Department, Santa Cruz, CA, January 20XX - June 20XX

- Addressed inquiries from students ranging from freshmen to seniors including planning class schedules, navigating the major declaration process, and articulating university academic policies
- Filed confidential student paperwork, scanned documents, and supported Academic Advisers' projects
- Oversaw fast-paced reception desk operations and directed students to appropriate staff or faculty

Volunteer Experience:

Classroom Volunteer, De Laveaga Elementary School, Santa Cruz, CA, March - June 20XX

Outreach & Orientation Leader, UCSC College Eight, Santa Cruz, CA, September 20XX

Honors & Awards:

College Eight Service Award, UCSC Alumni Association, September 20XX

Dean's Honors, UCSC, 20XX - Present

Source: UCSC Career Success

RESUME EXAMPLE - SUMMARY OF QUALIFICATIONS

Summary of Qualifications Example

Barack H. Obama

1600 Pennsylvania Ave NW, Washington, DC 20500
(202) 456-1111 | barack@whitehouse.gov

Summary of Qualifications

- Two years of progressively responsible experience in political research, leadership, and litigation process
- Academic background in political and legal issues, including advanced coursework in constitutional law, political economy, structure and organization of the federal government, and philosophy of law
- Demonstrated ability and efficiency in administrative roles; proficient in Microsoft Office, Google Docs

Relevant Experience

Judiciary Intern

9/20XX - 12/20XX

Office of U.S. Senator Dianne Feinstein

Washington, D.C.

- Wrote timely memoranda on Senate Judiciary Committee hearings and conducted research on legislation
- Prepared profiles for nominees to the federal judiciary and various other executive nominees
- Responded to constituent correspondence on issues pertaining to the committee

Office Support Assistant

Summers 20XX & 20XX

California Rural Legal Assistance

Watsonville, CA

- Collaborated with attorneys on document reviews, discovery projects, and trial preparation during civil litigation process and offered courtroom support during trials
- Took on administrative duties to ensure efficient operations, including organizing confidential case files

Research Intern

3/20XX - 6/20XX

UCSC Queer People of Color Inclusivity Project

Santa Cruz, CA

- Conducted a campus-wide survey, facilitated 3 focus groups, and conducted extensive research on issues of inclusivity of students who identify as queer and people of color
- Analyzed both quantitative and qualitative data gathered to make recommendations for improving campus climate and inclusivity to Student Retention Services

Leadership Experience

Vice President

1/20XX - Present

UCSC Porter College Senate

Santa Cruz, CA

- Facilitated discussions and presentations of a 20-representative senate
- Developed and supervised project-specific committees within the council

Co-Facilitator

4/20XX

UCSC Multicultural Community Weekend

Santa Cruz, CA

- Teamed with 4 students and 3 staff to plan and lead community-building workshop for 30 students

Affiliations

Legal Association for Diversity, UCSC

9/20XX - Present

American Civil Liberties Union, Santa Cruz County Chapter

9/20XX - Present

Education

B.A. Legal Studies, Politics

12/20XX

University of California, Santa Cruz

[Source: UCSC Career Success](#)

RESUME EXAMPLE - RESEARCH EXPERIENCE

Suzanne Garcia

(831) 459-3263 • suzanne@ucsc.edu • 123 River St., Santa Cruz, CA 95060

Street Address
is optional

Research Experience
Example

Education Bachelor of Arts in Environmental Studies, June 20XX

University of California, Santa Cruz

Summary of Qualifications

- Demonstrated competence in field research and applying environmental policy
- Ability to effectively and strategically outreach for environmental causes to targeted populations
- Experience using GIS, Word, Excel, PowerPoint, FileMaker Pro, & ArcView

Relevant Coursework

GIS & Environmental Applications

Natural Resource Economics

Environmental Assessment

National Environmental Policy

Environmental Law & Policy

Restoration Ecology

Research/Field Projects

- Critiqued and made recommendations for UCSC Campus Environmental Impact Report
- Detailed the manufacturing process of the Printed Circuit Board industry and compiled a thorough categorization of all wastes and permitting requirements to inform policy changes
- Collected surface and groundwater samples from the American River and analyzed for a pesticide contamination
- Co-authored NSI grant for establishing a recycling center as part of a class project

Related Experience

Research Assistant, UCSC Environmental Studies Dept., Santa Cruz, CA, Oct. 20XX - June 20XX

- Conducted interviews with city residents in the study of energy conservation to assess city residents' electricity usage
- Collaborated with research team to construct surveys on electricity usage for a sample of 100 households
- Analyzed and compiled data in organized reports to inform policy recommendations

Conservation Outreach Intern, Center for Biodiversity & Conservation, Santa Cruz, CA, Summer 20XX

- Co-implemented program applying remote sensing and GIS applications to biodiversity conservation
- Developed targeted strategies incorporating city and county advice aimed at reaching out to government officials, citizens, and community educators

Waste Consultant, Ecology Now, Santa Cruz, CA, Summer 20XX

- Recruited businesses and nonprofits to participate in free waste audit and performed waste audits
- Educated local citizens of environmental issues in person and via telephone and email
- Wrote press releases and sponsored educational events to promote environmental stewardship
- Updated and maintained Santa Cruz client contact database

RESUME EXAMPLE - BUSINESS

Business Example

Michael Wong

michael@ucsc.edu | (123) 456-7890 | linkedin.com/in/michaelslug

Optional: Include
LinkedIn Profile

Objective To obtain a management trainee internship with an interest in customer relationship management and advertising. Offering graphic design and accounting experience.

Education

B.A. in Business Management Economics, emphasis in Accounting
University of California, Santa Cruz

June 20XX

Relevant Coursework

Cost Accounting
Marketing
Applied Calculus

Managerial Economics
Intermediate Microeconomics
Intermediate Microeconomics

Corporate Finance
International Finance
Money and Banking

Business Experience

Advertising Account Assistant

Oct. 20XX - Present

City on a Hill Press

Santa Cruz, CA

- Managed 100+ clients and their advertising needs
- Created advertising campaigns and marketing-related plans utilizing AdPro software
- Collaborated with graphic designers using Adobe software to develop effective advertisements
- Raised an average of \$3,000+ in advertising revenue each month

Small Business Consultant Intern

Summer 20XX

Small Business Development Center

Springfield, MA

- Advised small furniture business owner on website strategy; increased site traffic by 27% in 2 months
- Led 2 interns in small business owner's orientation meetings utilizing targeted marketing strategies to outreach services offered to potential clients
- Developed cash flow strategies and determined loan eligibility while working with clients 1-on-1

Leadership Experience

Vice President

Sept. 20XX - Present

Delta Sigma Pi Fraternity, UCSC Chapter

Santa Cruz, CA

- Established a mentor program for underrepresented elementary and high school students
- Facilitated member collaboration to offer tutoring services and personal support to students
- Developed online server to upload and share notes and readings from all classes taken by members

Other Experience

Server

Nov. 20XX - Sept. 20XX

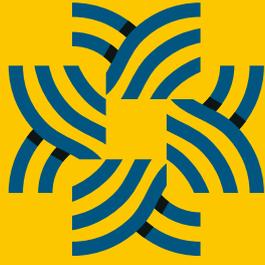
Walnut Avenue Café

Santa Cruz, CA

- Explained menu items to customers in both English and Spanish
- Managed cashier drawer to ensure accurate daily cash records

Computer Skills

- Microsoft Word, Excel, & PowerPoint; Adobe Photoshop; PC & Mac



COVER LETTERS

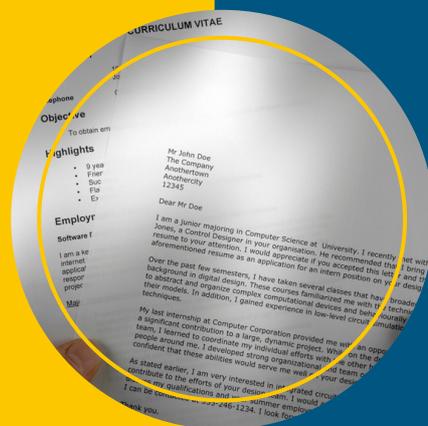
WHAT IS THE PURPOSE OF A COVER LETTER?



A cover letter is a one-page, 3-4 paragraph "cover page" for your application and a writing sample for the employer. It should communicate your interest in the organization and your qualifications for the internship you are applying for. A cover letter is also an opportunity to expand on the education, objective statement, experience, and skills you include in your resume. Even if it is not required, you should always submit a cover letter that is tailored to each position you apply for.

Cover Letter Checklist

- Contains no spelling or grammatical errors.
- Does not exceed one page.
- Focuses on relevant skills to the position.
- Demonstrates you've researched the employer and/or internship position.
- Is addressed to the hiring manager (or selection committee).
- Reflects your writing abilities.
- Does not restate the experience on your resume-- focuses instead on how your skills match the job description.
- Includes that you are a participant of the UCDC program and the dates and hours you are available to work during your time in D.C.





COVER LETTER STRUCTURE

INTRODUCTION: Statement of Purpose



Open with a captivating introductory paragraph that grabs the reader's attention. Explicitly state 1) the position that you are applying to, 2) how you learned about the position, and 3) your interest in the job and the organization.

BODY PARAGRAPHS: Explanation of Qualifications



Expand on why you are qualified for this position. State your relevant skills and how (where and when) you gained these skills (not a list of previous experiences/positions). Explain how these skills will allow you to effectively carry out the responsibilities listed in the job description. Convince the reader that the organization will benefit from hiring you.

- What makes you a good candidate for this position?
- Think about what skills employers are looking for and how they can relate to the position:
 - Critical Thinking/Problem Solving
 - Teamwork/Collaboration
 - Leadership
 - Oral/Written Communication
 - Digital Technology
 - Professionalism/Work Ethic
 - Global/Intercultural Fluency

CLOSING PARAGRAPH: Conclusion



Re-emphasize why you are a qualified candidate. Thank the reader for their time and consideration and express your enthusiasm for an interview. Be sure to include that you are a UCDC participant and the dates and hours you are available to work while in D.C.

- Be careful with wording: you don't want to be overconfident by conveying that you expect an interview, but instead, you want to be assertive by letting the hiring manager know you want to meet with them to discuss why you are a good candidate.

COVER LETTER EXAMPLE - APPLYING WITH LITTLE TO NO EXPERIENCE

Christopher Avedikian
123 Mission Street
Santa Cruz, CA 95060
(831) 459-5555
avedikian@ucsc.edu

June 21, 2013

John Martinez
Human Resources Director
Springfield Publishing Company
345 Pioneer Street
Santa Cruz, CA 95060

Dear Mr. Martinez:

My interest in your internship program at Springfield Publishing Company has prompted me to forward my resume for your review. I am specifically interested in the Publishing Internship posted on the UC Santa Cruz Career Center's internship database.

As a second-year student pursuing a Bachelor of Arts in Literature with a concentration in Creative Writing, I am a superb writer and avid reader looking for an opportunity to develop my skills in writing, publishing, and editing. I strive to build upon my editing experience gained while working for a literary journal at my university's Literature Department. Through working in the Literature Department over the last two years, I have also gained valuable knowledge and experience in many aspects of personnel assistance, office procedures, and administrative operations. My proven track record of writing engaging articles and demonstrated ability to meet all deadlines would make me an asset to your publishing team.

With my considerable energy, passion, and dedication, I will make a positive and impactful contribution to your company. Thank you for your time and consideration. I look forward to the opportunity to meet with you to discuss how my education and experience would be consistent with your publishing needs.

Sincerely,

Christopher Avedikian

COVER LETTER EXAMPLE - APPLYING WITH CONSIDERABLE EXPERIENCE

Andrew Nguyen
127 Blackburn Street
Santa Cruz, CA 95060
(626) 969-6059

May 31, 2013

Lauren Brown
Advocacy Division Coordinator
Center for American Progress
1333 H Street, NW, 10th Floor
Washington, D.C. 20005

Dear Ms. Brown:

I am very excited about the opportunity to apply for the Advocacy Campaign Assistant position! I became aware of the opening through my university's Career Center database. My passion for advocating progressive politics, refined communication and interpersonal skills, and keen ability to collaborate in a team environment render me a strong candidate for this position.

I am a firm believer in the United States government as a transparent entity that champions the common good, promotes a diverse and accepting society, and upholds the rights and safety of the American people. This philosophy aligns with the Center's mission to advocate for progressive ideas and public policies by enacting positive and practical change at the national level. The Campus Progress Advocacy Division makes the youth voice heard and influential in national political discourse and empowers the progressive leaders of tomorrow.

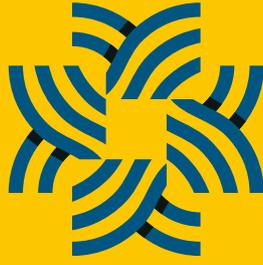
As a senior pursuing a Bachelor of Arts in Legal Studies from the University of California, Santa Cruz, I am a team player who thrives in collaborative environments while also excelling in my individual work. During my tenure as a campus tour guide, I have become a professional and tactful communicator with experience interacting with people from diverse backgrounds. Through my internship working with constituents in Congressman Farr's district office, I have learned to approach every endeavor fairly and consider a broad spectrum of perspectives in every decision I make. In the Congressional office, I utilized my work ethic and great attention to detail to ensure that every project I took on was completed thoroughly and will meet deadlines.

As a driven, team-oriented leader, I act as an advocate for social change with a thorough understanding of the purpose and intentions behind my work. I am confident that my abilities passionately represent the ideals and objectives of the Center for American Progress. Thank you for your time and consideration. I look forward to being in contact with you regarding this great opportunity in the near future!

Best Regards,

Andrew Nguyen

[Source: UCSC Career Success](#)



SUBMITTING AN APPLICATION VIA EMAIL

EMAILING YOUR APPLICATION



TREAT EMAILS TO ORGANIZATIONS LIKE PROFESSIONAL BUSINESS CORRESPONDENCE!

- 1) If there is a name and title of the hiring manager at the organization, address them in your email. If not, the default greeting is "Dear Internship Coordinator."
- 2) In the email body, include your name, university, UCDC participation term, and major. Be sure to express your enthusiastic interest in the organization and internship position you are applying to.
- 3) Save all of your documents in PDF format. It is unprofessional to send an editable document. Your name should always be in the document title; example: "Last, First – Resume"
- 4) Proofread your email carefully.

EXAMPLE



To [INCLUDE EMAIL ADDRESS LISTED ON APPLICATION WEBPAGE]

Subject [INTERNSHIP TITLE] APPLICATION FOR [NAME]

Dear (Name of Hiring Manager),

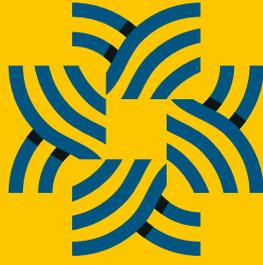
My name is Sammy Slug, and I am a junior History major at the University of California, Santa Cruz. This [TERM], I will be participating in the University of California Washington Program (UCDC) from [dates you will be in DC]. I am writing to submit an application for the [internship title] with [organization name].

[Write a few sentences about your own specific interest in the internship and the qualifications you possess to be successful in the internship].

Attached are my [include all required documents to apply]. I look forward to hearing from you soon.

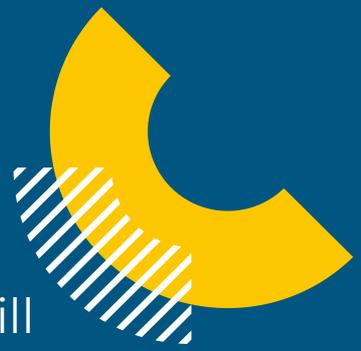
Sincerely,
Sammy Slug





HOW TO CRAFT A FOLLOW UP EMAIL

SENDING A FOLLOW UP EMAIL AFTER APPLYING



Unless an organization says “only candidates will be contacted,” send one brief note via email two weeks after you submit an application or after the application deadline passes. Don’t assume that because you haven’t been contacted, they aren’t interested in you! Even if it’s been a month or more, you should still follow up. You never know—your continued interest could make all the difference!

EXAMPLE



New Message



To [INCLUDE EMAIL ADDRESS LISTED ON APPLICATION WEBPAGE]

Subject [INTERNSHIP TITLE] APPLICATION FOLLOW UP FOR SAMMY SLUG

Dear (Name of Internship Coordinator),

My name is (INSERT Full Name) and I am a (INSERT sophomore/junior/senior) attending the University of California, Santa Cruz. I submitted an application for the (INSERT internship position) with (INSERT Organization) during the (INSERT Quarter). I am writing to verify that you have received all of my materials required for the application.

If possible, I was also hoping to learn when you expect to start reviewing applications and selecting your interns for the (INSERT Quarter).

Sincerely,
Sammy Slug

SEND





INTERVIEWING



PREPARING FOR AN INTERVIEW

The better prepared you are, the more confident you will feel going into an interview. During the interview, you must emphasize how you can help an organization achieve its goals. The interview supplements your resume, cover letter, transcript, and other application materials. Hiring managers also look for culture fit and how well you can work with others. Here are some specific things you should do to prepare for an interview.



Review the organization's website including its mission statement, projects, programs, etc. Dig a bit into their recent events and publications. Be ready to talk about the organization's values, accomplishments, and challenges. If your interview is for a Capitol Hill internship, make notes about that committee, representative, or senator's agenda. Know what bills are being discussed and the status of those bills.



Brush up on current events relevant to the organization's field. Learn how the organization's work fits into the larger picture of challenges and disputes in that field.



Go over your resume: be ready with specific, concrete, vivid examples of what you learned/ overcame/ achieved from each of your experiences, both work and extracurricular. Have at least three formative experiences prepared. Think about the challenges you faced and how you dealt with them. What did you learn from each? Then go back to the internship posting and make some notes about how each of your three examples relates to a skill or qualification the organization is looking for. Highlight keywords and phrases for easy reference.



Research the offices interviewing you, even google the staff. Prepare questions you want to ask them about the organization, their projects, their office culture, etc. The more you ask, the more you show you have gone beyond merely reading the mission statement.



DURING THE INTERVIEW

The golden rule of interviewing: always link your answers to the internship requirements and the organization's goals and projects. As you are answering, always think about how what you've done fits into organizational needs.

INTERVIEWING BEST PRACTICES

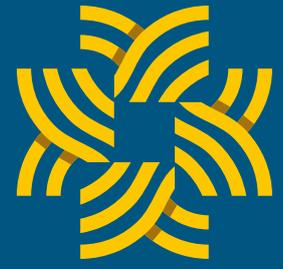
- Dress professionally, even if the interview is conducted via Zoom.
- Arrive on time.
- Turn off your cell phone!
- Be courteous to everyone you meet.
- Greet the hiring manager and all members of the hiring committee and thank them for their time.
- Show enthusiasm and confidence in your voice and posture.
- Maintain good eye contact even on Zoom.
- Use professional language, not slang.
- Speak loudly and clearly.
- Listen attentively to the questions.
- Ask for clarity if you did not understand a question.
- Synthesize questions to abstract the qualities/skills/experience exemplified. For example, "It sounds like you are looking for someone who can take responsibility for a project and complete it on their own with minimal supervision." Then, relate those qualities/skills back to one of the examples you developed in your analysis of your resume.



Answer questions using the STAR method:

- S-Situation: set the scene. When and where did the situation take place?
- T-Task: What was the task or challenge?
- A-Action: What actions did you take to achieve the task or solve the problem?
- R-Result: What was the end result? IF not completely positive, what did you learn from the experience?

COMMON INTERNSHIP INTERVIEW QUESTIONS



- "Tell me about yourself." Instead of recapping your resume, talk about something you are doing right now that you are enthusiastic about/interested in – something relevant to their organization's work.
- What is your greatest weakness/greatest strength? Be honest. Describe a weakness but immediately give an example of how you are working to improve.
- Where do you see yourself in five years?
- What is it, specifically, that drew you to apply for this internship at this organization?
- What do you hope to get out of this internship?
- Tell me something about you that I can't find on your resume. How does your experience fit into the work we do? What are your hobbies?
- Why did you want to come to Washington D.C.?
- Describe a time when you showed leadership.
- What would a former colleague say was the best thing about working with you?

OTHER QUESTIONS

- What qualifications do you have that will make you successful?
- Why do you think you are a good fit for our organization?
- How are you going to make a contribution to our company?
- Why did you pick your major? What class did you like most/least and why?
- How has your college experience prepared you for this role?
- How does this internship fit into your overall career plan?
- Give me an example of when you've worked in a team.
- Describe a leadership role you've had.
- How do you manage your time?
- What have you learned from previous jobs?
- What 3 adjectives would you use to describe yourself?
- Why should I hire you?

COMMON INTERNSHIP INTERVIEW QUESTIONS

CONTINUED



BEHAVIORAL QUESTIONS

In addition to the example questions listed above, interviewers may ask you behavioral questions. Behavioral interview questions are questions that ask you to share specific examples of situations you've been in and how you navigated those situations. Usually these questions serve to find out more about how you enact certain skills to overcome challenges.

EXAMPLE BEHAVIORAL QUESTION TOPICS

- Describe a time when you tried to persuade a person or group to do something they didn't want to do.
- Give an example of a time when you faced a lot of obstacles to achieve a goal.
- Talk about a stressful situation you've experienced.
- Give an example of when you worked with a group or team of people to complete a project.
- Talk about a time when you faced a difficult decision and describe how it turned out.
- Describe a time when you had to cope with strict deadlines or time demands.
- Give me an example of a time when you were forced to make an important decision without all of the necessary information.
- Tell me about a time that you made a presentation at work that received a significant amount of critical feedback, much of it negative. How did you handle the situation?

Source: UCSC Career Success

QUESTIONS TO ASK THE INTERVIEWER

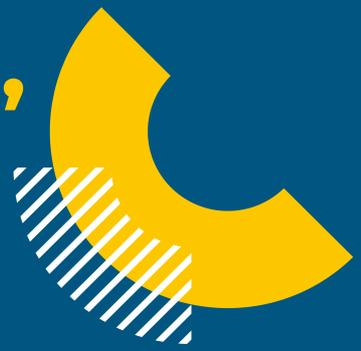


At the end of your interview, you will likely have time to ask the hiring committee questions as well. This is your chance to find out if the organization is a good fit for you, so be strategic!

EXAMPLE QUESTIONS TO ASK

- With whom would you work with day-to-day? Would you be working alone or in a team?
- Ask the interviewer for an example of how an intern contributed to a project in the past.
- Prepare some questions about the office's programs and projects, esp. about what will be happening while you are there. What will your role be?
- What is the office culture like?
- What's the worst thing an intern ever did there? How did they handle the intern after the mistake was made?
- Ask about their management style. Are they very hands-on? Or do they like to give a project and let the intern run with it?
- What do they find most challenging about managing interns? Ask them to describe the best intern they ever had. What qualities are they looking for?

AFTER YOUR INTERVIEW, FOLLOW UP WITH A THANK YOU



After an interview, send an email thank-you note to the interviewer. Here are a few guidelines for writing a short note:

First Paragraph

Use the first paragraph of your thank-you email to show your genuine appreciation for the internship interview and to reinforce your interest and fit for the position. Refer specifically to something that was discussed about the organization during your interview. Use words like thank you, thanks, appreciate, excited, and enjoyed. Example: Thank you so much for taking the time to discuss the ___ position at _____. I enjoyed learning about/am excited about...

Second Paragraph

Use the second paragraph to showcase some of the key elements of your background that match what the organization is seeking in an intern. Use words like experience, achieve, collaborate, and contribute. Example: I am eager to bring my (fill in something about your experience, skills, etc.) to your organization.

Third Paragraph

Another thank you; state that you are looking forward to the next step in the process and hearing back shortly. Example: I look forward to hearing from you regarding the next steps in the hiring process. Thank you again for your time and consideration.

EXAMPLE



New Message



To [EMAIL ADDRESS(ES) OF INTERVIEWER(S)]

Subject THANK YOU FOR OUR RECENT INTERVIEW

Dear (Name of Interviewer),

Thank you so much for taking the time to discuss the internship position at (INSERT Organization). I enjoyed learning more about (Include 1-2 sentences about what you learned about the organization in your interview).

(Express your interest in the position once again and reassert that you believe your qualifications are a good match for the position in 2-3 sentences and explain why.)

Thank you again for your time and consideration. I look forward to hearing from you soon.

Sincerely,
Sammy Slug

SEND





ACCEPTING AN INTERNSHIP OFFER

HOW TO ACCEPT A PLACEMENT



If offered an internship, weigh the strengths and weaknesses in terms of your interests before accepting. All acceptances are binding. When you do accept, you are required to complete the Internship Offer Form in the UCDC Internship Database.

Step 4: Internship Offer Form (IOF)

When you have secured an offer that you wish to accept:

Start completing the IOF by clicking here

Internship Offer Form (IOF)

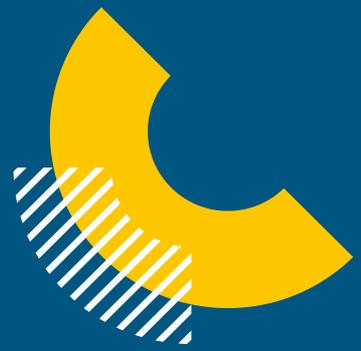
Internship Program

Share details about your offer including:

- **Name of Organization**
Use the pull-down menu to select an organization from our database. If it is a new office, go to the "New Organization" field
- **Internship Title**
- **Supervisor Information**
- **Start Date/ End Date**
- **Hours Per Week**
- **How You Found your Internship**

Next: Your Program Administrator will provide **final approval**, and you will be able to **confirm your decision** with the internship site

ACCEPTING YOUR INTERNSHIP OFFER



Once you are offered an internship position, promptly reply to request more time to consider the offer or to accept the offer. See example email below.

EXAMPLES: REQUEST TIME TO MAKE DECISION AND ACCEPT INTERNSHIP OFFER



New Message



To [REPLY TO]

Subject

Dear (Name of Internship Coordinator),

Thank you for your offer for the (INSERT internship position) with (INSERT Organization) during (INSERT Quarter). I am very excited about this potential opportunity. When would you need to have my final decision?

Sincerely,

Sammy Slug



New Message



To [REPLY TO]

Subject

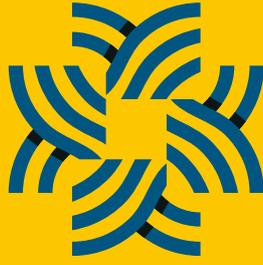
Dear (Name of Internship Coordinator),

Thank you for the opportunity to intern with (INSERT Organization) this coming (INSERT Quarter). I am very happy to accept your offer and I look forward to working with you. I will be arriving in Washington, D.C. on (INSERT Month/Date) and will be available to begin the internship (INSERT Month/Date).

(Ask any questions you may have such as in regards to dress code or transportation. Thank them for the exciting opportunity and tell them you are happy to accept their offer and look forward to working with them.)

Please let me know if there is any additional information you need or paperwork I am required to complete prior to my arrival in Washington, D.C.

Thank you,
Sammy Slug



TIPS AND THINGS TO KEEP IN MIND

INTERNSHIP EXPECTATIONS

Internship Hours

In order to meet the UCSC internship requirement and to receive 7 academic credits, you must work 24-32 hours a week. It is important to notify your internship supervisor of the hours you are available to work (keep in mind your class times), as well as the dates you will be in D.C. in accordance with your program term. Students are allowed to work more hours if requested. Do not request unreasonable work schedules, for example, every Friday off so that you can have a 3-day weekend. Always notify your supervisor if you need to leave early or if you need time off, but do not expect your requests to always be granted.

Serving as a UCSC Representative

During your internship, you are not only representing yourself as a professional but also the UCDC program and the University of California, Santa Cruz. How you comport yourself not only has a reflection on you but on other UCDC interns who follow in your footsteps. As such, you are expected to be professional, mature, flexible, approachable, have a willingness to learn, demonstrate respect and interest, and be willing to engage with issues you are unfamiliar with and/or not interested in.

Communication is Key

Remember, your internship is as much of a learning experience as it is work. The purpose is for you to get exposure to a particular industry in order to learn about the field, make industry connections, and develop both hard and soft skills so that you can make an informed career choice after you graduate. As such, you are NOT expected to know everything so when in doubt, ASK QUESTIONS! Communicating with your supervisor when something is unclear is important in order to avoid potentially serious errors. Asking questions shows your supervisor that you are committed to understanding the organization, the office culture, and your responsibilities.



TIPS AND REMINDERS

Set goals; what do you want to accomplish? What professional skills do you want to improve?



Communicate! If in doubt, don't stay in doubt, ask your supervisor

Get involved & take initiative; attend work events, ask to sit in on meetings; share your ideas and show that you can put them into action.



Be patient & adaptable; allow time to adjust, reach out to your UCDC program administrator with any questions or if you need support.

Be organized and prepared! Review the website and do strategic research before starting your internship.



Things you say and do outside of the internship reflect on the organization!

Have a **social willingness** to engage and network.



Be professional when doing administrative tasks like answering phones and speaking to people in your workplace.

Be approachable and excited.

If you don't know something, **ask questions!**



Do not request unreasonable work schedules, like 3-day weekends.

Be **flexible, respectable,** and **willing to learn.**

Be willing to **engage with issues** you are not interested in.



Curiosity is an expectation.

Dress appropriately.

Use LinkedIn to check your supervisor's and colleagues' backgrounds, learn about them, and find common interests.



Update your LinkedIn profile; add your internship to your profile now and then keep track and update it with your accomplishments.



Phone

+831-459-2858

Email

globallearning@ucsc.edu

Website

globallearning.ucsc.edu

Address

Classroom Unit 103

Advising

<https://globallearning.ucsc.edu/get-started/advising.html>