Summer Jobs & Internships

Guidelines and Tips

The terms “internship” and “summer job” are often used interchangeably. A job usually involves work for pay, regardless of its applicability to your career. Formal internships may be paid or unpaid, and tend to offer hands-on learning about a career field of interest.

Regardless of what it’s called, a summer experience can help you explore your interests and develop competencies that will give you a competitive edge in your first full-time job search.

Cornell Career Services can help you research career fields, employers, and options. See a CCS staff member for individual assistance with your summer search.

Discovering Opportunities

- Most people find their summer positions through referrals and personal contacts. Identify contacts through family members, friends, faculty, staff, and alumni. Connect with alumni using Cornell’s CUeLINKS. Identify other contacts through LinkedIn by conducting an advanced search for Cornell University. Your career office may have other ways to help you connect with alumni. The Career Guide also includes great information on networking on pages 7-8.

- Visit your college career office for assistance and information focused on the specialized needs of its students.

- Use the career library in 103 Barnes Hall. It offers more than 100 internship resources.

- Explore the online resources in the CCS Link Library found in the Resources section of career.cornell.edu.

- Conduct web searches. Links are provided from the CCS website and through the college career office sites. Search engines, specialty pages, and organization- or employer-specific sites can help you find listings related to your particular interests.

- Review responses from Cornellians to the Summer Experience Survey accessed in the “Resources… Surveys” section of career.cornell.edu.

- Access the “Jobs” section of Handshake (cornell.joinhandshake.com) for full-time jobs and internship postings across the country, and for on-campus interview schedules for employers who will visit campus. Complete the online tutorial for a thorough introduction to the on-campus recruiting program.

- Use Cornell’s Student Employment Services website to find local positions.

- Investigate other Cornell resources, such as the Entrepreneurship and Personal Enterprise Program, Cornell Botanic Gardens, Cornell Tradition, etc. See the “Formal CU Programs” page at career.cornell.edu… Students… Finding Jobs… Interships and Summer Jobs.

- Consider a special program, such as the “Develop Your Own (DYO) Summer Internship Program” or the “New York City Public Service Corps” (for Federal/Work Study eligible students). Application materials are available online at career.cornell.edu/students/jobs/internships/cornell/index.cfm. Funding is limited, so apply early.

- Create an opportunity. Speak with a career advisor about strategies for approaching employers who don’t have established internship programs about hiring you for the summer.

Tips for Finding Summer Positions

- Use the same search methods and strategies that you’d use to find a full-time job. See The Job Search articles on pages 13-15 in the CCS Career Guide.

- Increase your chances for success by developing a clear target, a strong resume and cover letter, and effective interviewing skills.

- Apply early. Deadlines for some programs, especially for government and finance positions, occur in the fall—if not earlier. Schedule interviews during your school breaks (Thanksgiving, winter, etc.).

- Arrange a job during Winter Break. These often lead to summer positions.

- Combine volunteer and paid work positions to create the best possible summer experience when one internship or job can’t meet all your needs.