

INTERNSHIPS



A Young Women's Guide to Success

Fabiola Tony

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Introduction

I learned that most women do not participate in internships if they are not guided to do so. In this generation, having an internship seems like the norm because it not only gives you work experience but it greatly adds to your resume. I began thinking why wouldn't college women want to participate in an internship early on in their collegiate experience if they knew of the benefits. This thought and my personal experiences participating in internships lead me to want to create a resource tool specifically for college women that explained the benefits of internships, which are: mentoring opportunities, networking, resume building, interview experience and more. In addition, my manual would have women centered or women empowerment organizations where college women can possibly intern and "words of wisdom" from professional women, Iwl scholars, and other college women to encourage young women in their search for a perfect internship.

Many young women are choosing to enter the workforce after graduating, and in this competitive job market, one cannot rely solely on their transcript. It is important to be a well-rounded person who mixes academics, activities, and internships to guarantee many career opportunities. Without an internship, young women will be lacking the competitive edge of experience and they will not receive the many benefits that accompany an internship experience. Not only does having an internship aids one in finding a career, it also helps young women network, create mentorship bonds and develop as a better leader. Internships can be a direct link to a young women and her final career path. In addition, it gives young women an edge when entering the very competitive, male-dominated workforce. I believe that this manual will be accessible, sustainable and can be used by all consortium members to further educate women about the many benefits of getting an internship experience.

Be Empowered and Happy Searching,
Fabiola Tony

Why Internships?



WHY IS AN INTERNSHIP IMPORTANT?

In his book, *The Internship Advantage*, David Bravo explains what exactly an internship is, and he states, “An internship is a work experience that complements your academics training or introduces you to a new career or field of interest as well as to a professional in that field. It’s a job that lets you apply your classroom learning in a real-world setting and gives you responsibilities and ways to grow that are similar to an entry-level position”(Bravo p.2). In fact, internships are now the best way that employers employ new hires. Therefore, seeing that internships lets one explore their interests and connects it with what one is learning in their college experience, college women must actively be apart of participating in internships.

WHAT KINDS OF INTERNSHIP EXIST?

There are many types of internships that college women can participate in, and depending on their time availability, and where they are in their college experience they can do more than one type.

Summer Internships- One can participate in an internship during the summer. Many like this options because they have more time to devote to the experience and employers look for summer interns because many of their full-time employer go on vacation. Summer intern are more likely you have their internship extended into the fall and these internships can be paid or unpaid.

Winter-Term Internships- One can also participate in an internship during the winter break. Like summer internships, one has more uninterrupted time to devote to the internship. These internships are more intense because it is a shorter time length than the summer internship.

Academic-Year Internships- Many students participate in an internship while attending school. You can negotiate your hours that you work according to your class schedule. This experience is unique because this internship complements your academic learning. One should be careful not to exert yourself with working many internship hours while balancing your course load because it can get overwhelming. Like summer internships, these interns may be asked to stay longer as well. Sometimes students can get academic credit for participating in this kind of internship.

Full-Year Internships- This internship last the whole academic year. This is an intense experience because this intern is fully incorporated into the organization. Sometimes students can get academic credit for participating in this kind of internship.

Co-Op Programs- This internship is different from traditional internships because these internships are always paid and it alternates six months in school with six months on the job. It gives students an extended period to explore that career choice which is closely related to their academic major.

Volunteer and other Abroad Programs- If you are looking for travel opportunities, then one could participate in abroad programs where you can volunteer, intern or work. These opportunities usually last for a semester or during summer break, and they can be paid or unpaid. These programs vary depending on the type of work one would like to do, for the best detailed descriptions one should contact these agencies directly.

HOW TO MAKE THE MOST OF YOUR INTERNSHIP?

It is important that when one participates in an internship that they take this commitment seriously and do the very best job

that they can because it reflects on the type of person and worker that they are. Here are several ways to make sure that you make the most out of your experience.

- 1. Have Realistic Expectations and Understand that the first two weeks might be tough.**
- 2. Let Your Supervisor Know Your Strengths and Interests**
- 3. Do More Than What You're Ask To Do and Do it Well**
- 4. Put in Extra Hours if You Can and Be enthusiastic**
- 5. Ask Questions, Ask for Help and Ask for More Responsibility**
- 6. Don't Look for Special Treatment**
- 7. Follow through with Commitments**
- 8. Take Advantage of Every Opportunity**
- 9. Keep a Journal**
- 10. Thank Your Supervisor at the End of the Internship**

HOW TO COPE WITH A NEGATIVE INTERNSHIP EXPERIENCE?

Unfortunately, not all internships turn out to be a great experience but that should not hinder you from completing your commitment or continuing to participate in other internships. This can occur if the internship experience turned out to be boring or just different then what you were expecting and may cause you to become discourage. You have to understand that this was a learning experience and it made you aware of types of jobs that you are not interested. Knowing this, it makes it easier to move on and begin your search again. Here are some ways to move on and get pass your negative intern experience.

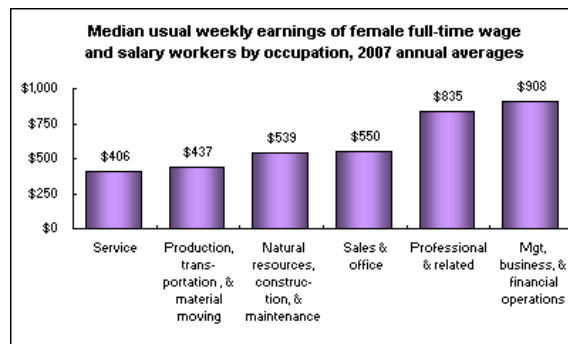
- 1. Talk it Over With a Career Counselor**
- 2. Talk it Over With Peers/Mentor**
- 3. Consider a Different Major**
- 4. Do Another Internship**
- 5. Rereading/Evaluating Your Journal**
- 6. Keep Up With Your Contacts**

Show Me The Numbers!



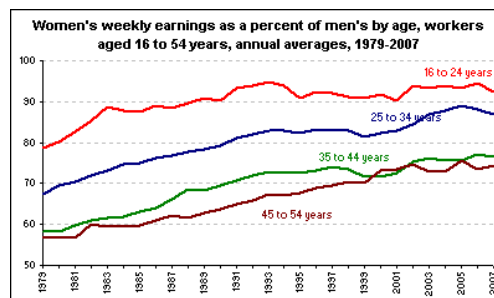
Women's earnings by occupation in 2007

Women working full time in management, business, and financial operations occupations had median weekly earnings of \$908 in 2007, more than women earned in any other major occupational category.



Women's earnings as a percentage of men's, 1979-2007

Between 1979 and 2007, the earnings gap between women and men narrowed for most age groups.

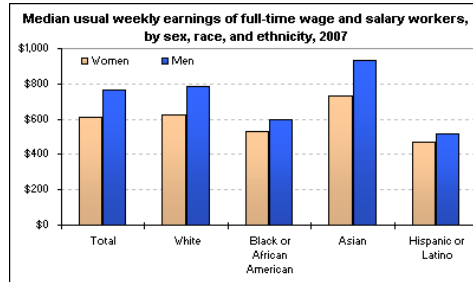


[Chart data—TXT]

The women's-to-men's earnings ratio among 35- to 44-year-olds, for example, rose from 58 percent in 1979 to 77 percent in 2007, and the ratio for 45- to 54-year-olds increased from 57 percent to 75 percent.

The earnings ratio for teenagers and for workers aged 65 and older fluctuated from 1979 to 2007, but their long-term trend has been essentially flat. (3).

Earnings of women and men by race and ethnicity, 2007



[Chart data—TXT]

Among women, whites earned 86 percent as much as Asians, while blacks and Hispanics earned 73 percent and 65 percent as much, respectively. In comparison, white men earned 84 percent as much as Asian men, black men earned 64 percent as much and Hispanic men, 56 percent. Overall, in 2007, women who were full-time wage and salary workers had median weekly earnings of \$614, or about 80 percent of the \$766 median for their male counterparts (3).

Seeing these charts about the amounts that women are earning in comparison to men depicts the severity of the wage gap and illustrates that women still are not receiving equal pay. In addition, as depicted in the graphs, we notice the many occupations that women enter and it is encouraging to see that women are going for many non-traditional careers. As young women, if we start an early interest, through internship, about the different careers that exist, we can increase the number of women in those fields and maybe impact the pay rate as well.

Will you be my Mentor?



WHAT IS A MENTOR?

A mentor means many things to different women depending on the position you currently in personally, professionally, or academically. Now that women are a major presence in all areas of the workforce, they need mentors to make sure that women continue to not only move up the professional ladder but also bring other women along with them. Although a mentor can be defined in various other ways, using Nancy W. Collins book, *Professional Women and their Mentors*, I have summed up several characteristics of a mentor below.

- A. **Higher Up on the Organizational Ladder-** For someone to really be considered your mentor they have to be in a higher position. No matter how much you may admire someone, a person of a higher position will be better equipped in making you accustom to the professional environment and assist you in climbing the ladder and networking.
- B. **Influential/An Authority in their Field-** A mentor must be clearly established in their field with experience and knowledge to impart to the mentee and they must have a “voice” in the organization. Most mentors are older and close to some lines of authority and power.
- C. **Interested in Your Growth and Development-** Women need different strategies of success then men that is why it is very important a mentor needs to have a genuine interest in your personal growth and

development. A mentor should like and respect you as a person and be able to see your potential and development. Whether your mentor is transitional or a life long mentor, they provide tangible assistance to you in various stages in your professional or academic career.

- D. Willing to Commit Time and Emotion to the Relationship-** A mentoring relationship can be intense and should be taken seriously because it calls for great devotion from both parties. It takes time to develop the bonds of trust and reliance, so make sure that you are able to commit your time and emotions because it is a reciprocal relationship.

Please note that a mentor is not to be confused as a role model or a supportive friend. They are not on-call to listen to all of your personal problems. Although they are supportive, they are more concerned about your academic and/or professional development. Being in a mentoring relationship is a two-way relationship; it should be treated with respect and not discarded when you feel like it.

WHAT DOES A MENTOR DO?

- A. A Mentor believes in you-** When you have a mentor that believes in you it boosts your self-esteem and gives you confidence in yourself and your capabilities, also, they can give you a “stamp of approval” that can help you gain the trust of people that you hardly know. Mentors can be a great comfort during a crisis or a turning point as well, and by believing in you, they make transition easier.
- B. A Mentor helps you with your vision and your dream-** A mentor helps you develop your vision and teaches you to think big and expand your horizons. Having a mentor to share your dreams with is helpful because they can help you map out a plan of action and assist you in making your plans come true.
- C. A Mentor provides advice, counsel, and support-** A mentor is there to give you support and advice when a crisis occurs. When you may have difficult questions to pose, it is important that you take the suggestions of your mentor to heart before making a decision.

D.A mentor helps you and gives you valuable information on the professional/academic structure of an organization and its expectations- A mentor teaches by example because they want you be able to represent yourself well. They can save you time by introducing you to the corporate or academic structure, its politics, and help you to fit in so that you can be apart of it. In addition, since they are in a higher position they are able to keep you informed on the inside information that is not readily available to everyone.

E.A mentor gives you feedback- A mentor can be a person that you can trust to give you feedback on you progress and encourage you to continue on this track or provide critique on your performance through frank conversations that can range from your wardrobe to your ideas about a certain project the company is working on.

HOW TO SELECT A MENTOR?

Since women are now penetrating the glass ceiling and obtaining high power positions, they are behind in the tactics to obtain a mentor and therefore the younger generation is behind. In her book, Collins states, “Women often wait to be selected by a prospective mentor, [they] do not have their eyes open, and are not aggressive or even as calculating as they should be” (Collins p38). This means that women have to work harder and smarter to obtain a mentor. One should always try to select mentors who are on or have access to the power line, and your mentor should never be your boss or in that chain of command because it may produce stress, competition, and an intense atmosphere. Your mentor should be someone who does not have anything to gain or lose because of your performance or decisions. In addition, you should try to select someone that you admire, trust, and respect. In some cases, your mentor chooses you. This occurs because you stand out and are visible to the members of the organization.

CONCLUSION

The mentoring relationship is very important for an intern especially for college women because it introduces them into a particular organization and it provides support and room for college women to grow and explore their interests.

Let's Network!



WHAT IS NETWORKING?

Networking is the process of interacting with individuals who have interests similar to yours, who are willing to share information about those common interests, or provide the names of others with similar interests. Just making contacts is not enough. It is about building relationships and it takes time. (1)

WHY IS IT IMPORTANT?

Networking is important because it means developing a broad list of contacts, which are people you have met through various social and business functions, and using them to your advantage when you look for a job. People in your network may be able to give you job leads, offer you advice and information about a particular company or industry, and introduce you to others so that you can expand your network. (2)

HOW/WHERE TO NETWORK

The best place to start developing your network is with your family, friends, and neighbors. You can talk to co-workers, colleagues in your industry and those you meet at industry gatherings, such as trade shows and conferences, and talk with former co-workers, bosses, and teachers. The key to successful networking is deciding to put the energy needed to make it work. First, you need to get organized and keep track of the people that you meet by using a

business card database. Second, you need to stay in contact through regular phone calls, email, and holiday greetings, so those people can remember you and you will not slip through the cracks. Third, you need to set goals for yourself to meet new people so you can expand your network. (2)

Sample Networking Tool

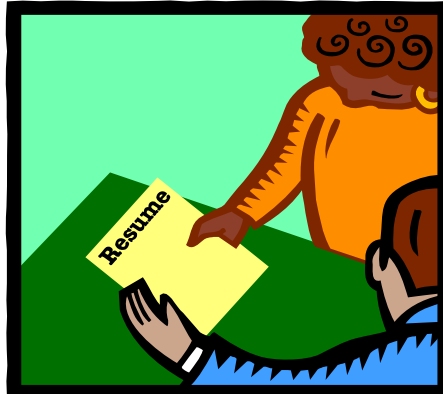
It is important that you always have a short rehearsed clip about yourself, your accomplishments and your goals when you plan to meet people, and it makes networking easier if you are prepared. Here is a sample-networking tool to use to introduce oneself in a networking opportunity.

Things You Might Want to Include in Your 20-30 Second Sound Bite: (1)

Who are you?
My name is _____.
I am _____.
Major
Country
Year in School
What are you looking for?
Work in some industry, contacts in a geographical area
What can you offer?
Special skills, knowledge, degrees, accomplishments, experience
I am _____.
I have _____.
What traits do you have that set you apart from others?
Sample Questions for Your Networking Conversation:
What can you tell me about _____?
Who do you know that _____?
What recommendations do you have for _____?
Where would you look for _____?

1. <http://apps.byuh.edu/career/Networking.php>
2. http://www.quintcareers.com/networking_guide.html

Send Me Your Resume



WHAT IS A RESUME

A resume is a personal summary of your professional history and qualifications. It includes information about your career goals, education, work experience, activities, honors, and any special skills you might have.

WHY WRITE A RESUME

1. To persuade your readers you are the best person for the job
2. To construct a professional image of yourself and establish your credibility
3. To provide a sample of your written communication skills
4. To convince prospective employers you deserve an interview

THE PARTS OF A RESUME (4)

Objective statement-It should basically include what the writer wants to get out of his or her job, while also suggesting what the writer can do for the company. It tells the employer concisely and quickly what the applicant's goal is in applying for a position.

Summary of qualifications statement-It differs from the objective statement in that it is focused on the skills an applicant has developed rather than on their goal for a specific position. Some employers will always expect to see an objective statement on the resume, so applicants should only use a summary of qualifications statement to replace an objective statement if they are applying to a less traditional company. If

an applicant is applying for an internship, a summary of qualifications statement might make more sense to include than an objective statement because the applicant is looking for any position in the company which will train them further, rather than for a specific opening in the company.

Education section- It highlights an applicant's relevant education. This section may be placed before or after the work experience section of the resume, depending on the amount and quality of an applicant's work experience. Recent college graduates will usually place this section immediately below their objective statement because it is their strongest qualification for a job. Applicants with substantial work experience may include a relatively brief education section.

Work Experience -This section of the resume can go by various names, depending on a writer's specific experiences and the job for which the writer is tailoring the resume. Some names that writers use are: Employment History, Professional Experience, Qualifying Experience, and Related Experience. Some writers include both volunteer and paid positions in the work experience section; other writers divide these into two sections, such as "Volunteer Experience" and "Employment History." Writers should customize this section to reflect their strengths and experiences.

Activities and Honors – It should be limited to those most recent, most important, or most relevant to the position for which they are applying. This section can easily be customized for specific positions since applicants will not include all their activities and honors but only those that make the resume stronger. This section can help applicants demonstrate their preparedness for the job for which they are applying, and it can help them demonstrate that their work has been recognized as of a high quality by others.

Specialized Skills- This section should be included only if the applicant has some significant skill in addition to those expected of the profession. If an applicant has a special skill, they can use this section to stand out from other applicants. Applicants should not include skills that are required or expected for applicants to have.

SAMPLE RESUMES

Frank Funk

10 Pine Street
Hometown, YZ 00000
(000) 000-0000

ABC College, Box 000
Collegetown, XY 11111
none@abc.edu

OBJECTIVE

To obtain a job focusing in Public Relations, Consulting or Marketing.

COMPETENCIES

- Strong analytical and problem-solving skills
- Systematic and highly detail oriented
- Microsoft Office
- Adobe PageMaker 6.5
- SPSS
- Network Administration
- Network Configuration
- Data Entry
- Customer Service
- Writing
- Communication

EDUCATION

ABC College, Collegetown, XY

- Major: Political Science, Minor: Religion, GPA: 3.0
- Anticipated Graduation: June 2004
- House President & Secretary (2001-2002)
- Voting Member, ABC College Representative Council (2001-2002)
- Child Mentor – Big Brothers Big Sisters (2001-2003)
- Staff Writer – *The ABC Student* (2001-2003)

EXPERIENCE

- **Corporation, Inc.** **2001 to 2003**
Summer Intern
Gained valuable experience as an Intern for a team comprised of five financial advisors, managing more than \$1 billion in assets. Delivered superior customer service while working exclusively with clients maintaining net worth in excess of \$1 million. Created portfolios for perspective and existing clients, performed research on equities and mutual funds using PDQ and Corporation's shell system and handled client's accounts and questions while. In addition, developed and contributed new marketing ideas for the sales force.
- **Computer Consultant** **1995 to Present**
Independent Contractor
Taught over 30 people on how to use a variety of programs including Microsoft Office and Windows. Serviced and upgraded computers and designed and maintained computer networks for clients. Consistently saved clients money on computer purchases and repairs. Customer service measurements were extremely high.
- **Bob's Networks Inc., Hometown, YZ** **1999 to 2000**
Technical Support Agent
Solved residential and business problems and concerns including Internet connection, network support and configuration, DSL support and email support. Consistently received highest performance ratings.
- **Brown, Blue, & Red, LLP, Hometown, YZ** **Summer of 1998**
Summer Clerk
Responsibilities at this venerable law firm included reading and studying depositions involving legal cases, writing briefs about cases, performing clerical tasks and addressing client inquiries and concerns.

HOBBIES

Hiking, Soccer and Mountain Climbing

Sally Smith
123 Main Street
Anyplace, IL 60610
(123) 456-7890
sallysmith@yahoo.com

OBJECTIVE: Engineering career at a firm in Anyplace.

SUMMARY:

- Certified as Engineer-In-Training
- Graduated Summa Cum Laude with a BS in Mechanical Engineering.
- Engineering Internship with IL State Department of Transportation to assure construction quality.

EDUCATION:

Bachelor of Science in Mechanical Engineering, May 2006
University of Anyplace, Anyplace, IL

- Cumulative GPA of 3.7 on a scale of 4.0
- Graduated Summa Cum Laude

Courses taken include:

- Thermodynamics
- Experimental Measurement and Data Analysis
- Mechanics
- System Modeling Simulation and Control
- Fluid Dynamics
- Thermal System Analysis and Design
- Heat Transfer
- Computer Aided Engineering
- Product Design
- Finite Element Analysis

EXPERIENCE:

Engineering Internship, June 2004,05,06 to August 2004,05,06
Department of Transportation, Anyplace, IL

- Construction Inspector on an Illinois State construction site.
- Inspected construction to assure the job was completed per plan and specifications.

CERTIFICATION:

- Passed Fundamentals of Engineering (EIT) Examination and certified as an Engineer-In-Training

ACTIVITIES

- Co-Captain, Development Team, 2005-2006

MARY BARTHOLOMEW

1234 Jln SJ 1/1, Seremban Jaya, 70450 Seremban, Negeri Sembilan,
Tel: 013-123 4567 (HP) 06-123 4567 (H) E-mail: Mary@hotmail.com

OBJECTIVE

Independent computer science graduate with extensive qualifications seeks opportunities to develop user-friendly and effective software for businesses.

EXPERIENCE

BITS - BSN INFORMATION TECHNOLOGIES & SERVICES (Now known as AFFIN Bank)

Computer Science Trainee

- ◆ Developed management information systems backbone that increased productivity by 120%.

EDUCATION

USM BACHELOR OF COMPUTER SCIENCE (HONS) - 1998 - 2001

STAMFORD DIPLOMA IN COMPUTER SCIENCE/INFORMATION TECHNOLOGY - 1997 - 1998

Stamford College

- ◆ Best Student Award (Centre Level) - Dip Year 2/ Semester 1
- ◆ Best Student Project Award (Shopping Mall Inquiry System) - Dip (Year 2/ Semester 2).
- ◆ Cumulated Grade Point Average: 3.63 / 4.00 Classification: Distinction

COMPUTER SKILLS

- ◆ Programming skills in MS-SQL 7, Visual Basic, Prolog, Xlisp, C, C++, SQL, HTML, Cold Fusion, OpenGL and Basic Java.
- ◆ Familiar with UNIX operating systems environment.
- ◆ Extensive knowledge of Internet technology.
- ◆ Completed multimedia projects with MM Scala 100 and Macromedia (Freehand, Director, Authorware).
- ◆ Knowledgeable in Microsoft Office (Word, Excel, Power Point, Access) and Adobe Photoshop.
- ◆ Possess software development project skills like Systems Analysis & Design, Database Management, Coding & Implementation, Debugging & Maintenance and Software Engineering.

ADDITIONAL INFORMATION

- ◆ Fluent in English and Bahasa Malaysia.
- ◆ Vice President of Stamford School of Computer Sciences Student Council.
- ◆ Committee member of Student Council; organized activities for orientation day, Typing Competition and Old-Books Fest.
- ◆ Conducted tutorials for computer science students.

Excellent references available upon request

Interview Dos and Don'ts



Some internships do not have an interview process depending on the organization and the internship placement. However it is always better to be prepared for the interview because that can be the deciding factor on whether or not you are selected to participate in the internship. As college women there are certain things that we must keep in mind when attending interviews that men do not, such as: jewelry, under garment color, and more.

Women's Interview Attire

- Suit (navy, black or dark grey)
- The suit skirt should be long enough so you can sit down comfortably
- Coordinated blouse
- Conservative shoes
- Limited jewelry (no dangling earrings or arms full of bracelets)
- No jewelry is better than cheap jewelry
- Professional hairstyle
- Neutral pantyhose
- Light make-up and perfume
- Neatly manicured clean nails
- Portfolio or briefcase

What Not to Bring to the Interview

- Gum
- Cell phone
- iPod
- Coffee or soda
- If you have lots of piercings, leave some of your rings at home (earrings only, is a good rule)
- Cover tattoos

Interview Attire Tips

- Before you even think about going on an interview, make sure you have appropriate interview attire and everything fits correctly.
- Get your clothes ready the night before, so you don't have to spend time getting them ready on the day of the interview.
- If your clothes are dry clean only, take them to the cleaners after an interview, so they are ready for next time.
- Polish your shoes.
- Bring a breath mint and use it before you enter the building.

Words of Wisdom



ON INTERNSHIPS

“As students we feel obligated and place ourselves in a box with our internships. We sometimes only focus on what we want to do and we neglect the outside circle. But there is so much that is interconnected and often times people tend to stay too focused on a small circle they don’t realize how some other organization could help. So we tend to place ourselves in a box when we look for internships and I think that is a challenge people need to overcome.” **Marilyn Carpinteyro**

“First apply to as many as you can! And pick something you like and want to do. My second piece of advice is once you get the internship-- be aggressive--- ask questions--- ask for responsibilities and show them that you’re interested.” **Mangelin Rivera**

“I think they [internships] are important to college women especially in the setting that I did one, because my internship supervisor was also a woman. She was a Douglass alumna which was very beneficial. So it was a very interesting to see her and she was a good role model and mentor.” **Christine Esposito**

“Yes I do[think internships are important] especially for women in college; the experience you gain and the hands on experience you get through working with professionals is really important—especially for women we don’t get experience and it gives you an edge and if it gives you an edge why not take it?” **Mangelin Rivera**

“One important benefit is hands on experience to test out what you really want to do. If someone really wants to be an attorney, a doctor, and engineer, or whatever you can’t really know if you want to do it unless you are in it. If you want to be a lawyer, even if you choose to intern at a law firm and you just end up making copies, you will get a feel for what people are doing and see whether it is the career path you want to take. Even if you aren’t exactly in it, you can observe it. I think if anything the hands on experience is the key to an internship. It also diversifies your experience.” **Marilyn Carpinteyro**

“ I think internships allow you to sample different career options and different worlds that you may not know about so it’s all a big smorgasbord of things that are possible for you when you’re in college---so you’re trying to narrow down while asking questions like well what would interest me, or I never thought about going into politics or the fashion industry or working in the media so I’ll do a semester internship and learn what that job is like to be an editor of a magazine or what it would be like to work for a legislative office or to be a state legislator, what would it be like to work in the banking industry or finance it gives you a chance in a very safe way without a lot of risk to try something else and I think that is the best part about an internship” **Deborah Walsh**

ON MENTORING

“I think had I not had those people accessible it would have been much harder. You need that type of support. You need to learn from someone. So I think mentorship and networking is a huge part of how you learn and how you get to where you want to be. Because no one can do it by themselves right? So I highly recommend you get a mentor or person you can vent with and figure things out. And try and get someone who understands your field.” **Marilyn Carpinteyro**

“An opportunity to work closely with a mentor in a field you are considering entering. It is not unusual for an Extern sponsor to hire their extern as a summer intern or full-time employee. Participating in an externship is a wonderful networking opportunity. Sponsors can be thoughtful networkers helping you make connections that might otherwise be impossible for a young woman.” **Martha Record**

ON NETWORKING

"I am a big fan of networking. I think you never know who can help you out. You don't need to think like this all of the time, just surround yourself with people you would like to aspire to be like or learn something from. You've heard of the saying "show me your friends and I'll show you who you are" think of that saying in the context of your career. Surround yourself with these sorts of people and have that knowledge accessible to you." **Marilyn Carpinteyro**

ON WOMEN AND WORK

"Often women are in the service industry, so making sure that women have a voice, and that women are paid in these industries and have sufficient wages is a big part[of my job]. The other connection is through paid family leave where often women are the home caretakers and have to be responsible for taking care of their families, their parents or grand parents so fighting for many of these issues we have been working on, there is definitely a correlation with women. From an ethics standpoint, campaign financing creates a campaign funding system that allows more women to run for office. Studies have shown we have clearly more men in elected office. Once we create a system that allows more women to run for elected office, than we will have a truly more representative legislature." **Marilyn Carpinteyro**

OBSERVATIONS AND ADVICE

"I think it might be more difficult for women to find internships only because they might not be as aggressive in finding them. Not as many women are in the fields of business or science, and obviously those fields are still more dominated by men so they might be more apt to pursue those internships. Now a lot of internship providers may offer incentives to having female interns." **Christine Esposito**

"Well I personally looked for an internship because I was forced to--- I really believe if I wasn't it would be my senior year and now I'd probably start looking for an internship---women aren't as aggressive as men. I didn't think about looking for an internship--and I'm really happy that the program pushed me to get that experience to want to learn and grow its important for women to look for various opportunities—or at the least join an organization or a group on campus or belong to a network of women that have either pursued an internship in the past or would be able to guide you as you look for one." **Mangelin Rivera**

"A perfect intern is somebody who comes in with enthusiasm, whose careful, who pays attention to details, who follows instructions, who asks questions you don't have to know everything--nobody expects the intern to know everything. Someone who can say you know I'm not sure how that works—I think that a good intern wants to understand the full picture of the place that they're in so that they're not doing just one little task but they're also interested in everything else that's going on around them and I think in a good internship experience there would be some type of lunch or event. Where you get to meet everyone in the office and you get to meet and talk to them but I think that the really great interns are the interns who want to understand everything that's going on around them but who are also very careful. They'll ask questions they're inquisitive or creative. Those are great interns. Lastly, they show up-- the worst thing you can have is an intern who says they're going to be there two days a week from this time to that time and they don't come and they don't call and let you know—that's the biggest pitfall." **Deborah Walsh**

"Find a role model who becomes a caring mentor. This is what often happens when a Douglass student is connected with a Douglass alumna in the AADC Extern Program which is an award winning mentoring program." **Martha Record**

"I also think you learn a set of skills and while you may never enter that field ---you end up getting skills that are completely transferrable. I also happen to think that it's a fabulous networking mechanism where you get to meet people in different professions and different fields that might be useful to you later on. I also think that it's a wonderful resume builder because when you go out into the world if you've just gone to school, while it's wonderful that you've graduated from college and that's a big deal, there are a lot of people who have graduated from college and I think being able to show that you've done other things while you were in school is important. I think that it's the kind of thing that you learn outside the classroom as well as inside the classroom and I think it shows potential employers that—and I think it gives you the opportunity to meet some individual people who might be helpful later on and might put you under their wing and nurture you as you enter their field or any field" **Deborah Walsh**

The Following Quotes are from Douglass student who participated in the AADC Externship program. Provided by Martha Record.

"I learned more from this experience than I would have ever imagined. The one-on-one interactions with the doctors and residents gave me a very broad view of radiology and really helped me plan my career goal and expand my career expectations."

Alexandria V. Wierzbowski '07
Extern, Radiology- Long Island College Hospital

"I worked with many editors. Because of my externship, I was offered a summer internship."

Frances Cirenza '09
Extern, Diversion Magazine

My sponsor went out of her way to give me the best possible externship. It was great working with a Douglass alumna on both a personal and professional level. I gained an understanding of accounting, event planning, marketing, management and professionalism."

Julia Stewart '10
Extern, RTM Communications

Internships, and more Internships!

American Association of University Women Educational Foundation

- Resume, cover letter, two writing samples, and two recommendations required.

Contact Information:

Internship Coordinator

American Association of University Women Educational Foundation

1111 16th Street NW

Washington, DC 200364873

Phone: 202-785-7700

American Cancer Society

- A minimum 3.0 GPA, resume, application, and essay are required.

Contact Information:

American Cancer Society

Attn: Manager of Student Programs

1599 Clifton Road NE Atlanta, GA

Phone: 800-227-2345

Website: www.cancer.org

E-mail: internships@cancer.org

American Civil Liberties Union

- Resume, cover letter, and nonfiction writing sample required.

Contact Information:

Internship Coordinator, ACLU National Headquarters

American Civil Liberties Union

125 Broad Street

New York, NY 10004

Phone: 212-549-2610

American Red Cross

- E-mail organization for an application

Contact Information:

Internship Coordinator, Corporate Diversity

American Red Cross National Headquarters

2025 E Street, NW

Washington, DC 20006

Website: www.redcross.org

Email: carinoj@usa.redcross.org

American Woman's Economic Development Corp.

- Resume, cover letter, and writing sample required.

Contact Information

Chief Operating Officer

American Women's Economic, Development Corp.

216 East 45th Street, 10th Floor

New York, NY 10017

Phone: 917-368-6140

Amnesty International

- Resume and cover letter required

Contact Information:

Internship Coordinator

Amnesty International

322 Eighth Avenue

New York, NY 10001

Phone: 212-807-8400

Website: www.amnestyusa.org

Amway

- Resume, cover letter and official transcript are required.

Contact Information:

Senior Advisor, College Relations (78-1C)

Amway Corporation

7575 Fulton Street East

Ada, MI 49355-0001

Phone: 616-676-6000

Arts & Education Council

- Resume and cover letter required.

Contact Information:

Internship Coordinator

Arts & Education Council\3526 Washington Avenue

St. Louis, MO 63103

Phone: 314-535-3600

Website: <http://artsl.tripod.com>

E-mail: dorothyp@keeptheearthhappening.org

Boys Hope Girls Hope

- Email for application, police background and physical examination required.

Contact Information:

Volunteer Coordinator, Boys Hope Girls Hope

12120 Bridgeton Square Drive

Bridgeton, MO 63044

Phone: 877-878-HOPE

Website: www.BoysHopeGirlsHope.org

E-mail: pfronk@bhgh.org

Children's Defense Fund

- Application required: located on website

Contact Information:

Internship Coordinator; Children's Defense Fund

25 E Street, NW

Washington, DC 20001

Phone: 202-628-8787

Website: www.childrensdefense.org

Cybergrrl

- Resume and cover letter are required, Electronic submissions are preferred.

Contact Information:

Internship Coordinator

Cybergrrl

50 Broad Street, Suite 1614

New York, NY 10004

Website: www.crim.com

Donna Maione

- Resume, cover letter, and any portfolio sketches required.

Donna Maione, Internship Coordinator

525 Seventh Avenue, 19th Floor

New York, NY 10019

Phone: 212-730-6701

Elizabeth Gillet

- Resume, cover letter, recommendations, and any design work samples required.

Contact Information:

Elizabeth Gillet, Attn: Internship Program

237 West 35th Street, #304

New York, NY 10001

Phone: 212-629-7993

Website: www.elizabethgillett.com

E-mail: egillett@aol.com

Emily's List

- Resume, cover letter and application required.

Contact Information:

Emily's List

Attn: Internship Coordinator

1120 Connecticut Ave. NW, 11th Floor

Washington, DC 20036

Phone: 800-68-EMILY

Website: www.emilyslist.org

Essence

- Resume, cover letter, and writing samples

Contact Information:

Internship Coordinator

Essence

1500 Broadway, Suite 600

New York, NY 10036

Phone: 212-642-0700

Fellowship of Reconciliation

- Online or paper application required.

Contact Information:

Internship Coordinator, Fellowship of Reconciliation

1050 Selby Ave
St. Paul, MN 55104
Phone: 651-647-4465
Website: www.forusa.org
E-mail: internship@forusa.org

Feminist Majority Foundation

- Resume, cover letter, writing sample, 2 letters of recommendations required.

Contact Information:
Feminist Majority Foundation
Trina Runnin/Diana Garcia
433 S. Beverly Drive
Beverly Hills, CA 90212
Phone: 310-556-2509
Website: www.feminist.org/intern

Focus on Women

- Resume and cover letter required
- Henry Ford Community College
Focus on Women
5101 Evergreen road
Deerborn, MI 48128-1495
Phone: 313-845-9626

Manavi: An Org For South Asian Women

P.O. Box 614
Bloomfield, New Jersey 07003
United States of America
Tel: (908) 687-2662
E-Mail: bala@research.att.com
URL: <http://www.research.att.com/orgs/ssr/people/bala/manavi/>

The American Association of University Women

79 Lincoln Street
Glen Ridge, New Jersey, 07028,
United States of America
Tel: 973-429-8605
Fax: 973-429-0280
Email: patmitchel@aol.com
URL: <http://www.aauwnj.org>

National Crime Commission, Women's Issues Division

P.O. Box 1092
South Orange, New Jersey 07079
United States of America
Tel: (908) 569-2599

Women Aware

P.O. Box 312
New Brunswick, New Jersey 08903

United States of America
Tel: (908) 249-4504

Women's Crisis Center
56 College Avenue
New Brunswick, New Jersey 08901
United States of America

Consortium For Educational Equity, Rutgers
4090 Livingston Campus
New Brunswick, New Jersey 08903
United States of America
Tel: (908) 932-2071

New Jersey Women And AIDS Network
5 Elm Row #112
New Brunswick, New Jersey 08901
United States of America
Tel: (908) 846-4462
Fax: (908) 842-2674

Institute for Women's Leadership
Ruth Dill Johnson Crockett Bldg.
Douglass College
Rutgers University
162 Riders Lane
New Brunswick, New Jersey 08901
United States of America
Phone: 732/932-1463
Fax: 732/932-4739

Institute for Research on Women
Douglass College
Rutgers University
160 Ryders Lane
Brunswick New Jersey 08901-8555
United States of America
Phone: 732/932-9072 Fax: 732/932-0861
Email: irw_mail@email.rutgers.edu

Center for the American Woman and Politics
Rutgers University
Eagleton Institute of Politics
New Brunswick, New Jersey 08901
United States of America
T: 732/932-9384
F: 732/932-6778
E-Mail: cawp@rci.rutgers.edu
URL: <http://www.rci.rutgers.edu/~cawp/>

Center for Women's Global Leadership
Douglass College
Rutgers University
160 Ryders Lane
New Brunswick, New Jersey 08901-8555
United States of America
Tel: 732/932-8782
Fax: 732/932-1180
e-mail: cwgl@igc.org
URL: <http://www.cwgl.rutgers.edu>

Biophysical Society Commission On Opportunities For Women
Rutgers Medical School, Biochem Department
Piscataway, New Jersey 08854
United States of America

Women's Health Action And Mobilization
894 Davidson Rd
Piscataway, New Jersey 08854
United States of America
Tel: (908) 878-1093

American Association of University Women
6 Grier Rd.
Somerset, New Jersey 08873
United States of America

Women's Political Action Committee
P.O. Box 170
Edison, New Jersey 08818
United States of America
Tel/Fax: (201) 638-6784

New Jersey Association Of Women Business Owners
225 Hamilton St
Bound Brook, New Jersey 08805
United States of America
Tel: 908-560-9607
Fax: 908-560-9687
URL: <http://www.injersey.com/Clients/NJAWBO/>

New Jersey Coalition For Battered Women
2620 Whitehorse-Hamilton Sq Rd
Trenton, New Jersey 08690
United States of America
Tel: (609) 584-8107
Fax: 609-584-9750

Womanspace Inc
P.O. Box 7070

Trenton, New Jersey 08628
United States of America
Tel: (609) 394-9000

N.O.W. New Jersey
114 W State St
Trenton, New Jersey 08608
United States of America
Tel: (609) 393-0156
Fax: (609) 393-8123
E-Mail: nownj@pluto.njcc.com
URL: <http://pluto.njcc.com/~nownj/>

Trenton Y.W.C.A. Women's Center
140 East Hanover St.
Trenton, New Jersey 08608
United States of America
Tel: (609) 989-2608

Mcgahen, Young, Dempse Feminist Law Office
1506 Riverside Dr
Trenton, New Jersey 08611
United States of America

Urban Women's Center
40 Fowler St
Trenton, New Jersey 08618
United States of America

League Of Women Voters
P.O. Box 3043
Princeton, New Jersey 08543
United States of America
Tel: (609) 799-6272
E-Mail: moxop@aol.com
URL: <http://www.princetonol.com./groups/lwv/>

Woodrow Wilson National Fellowship Foundation Women's Studies Research Grants
CN 5281 Princeton, New Jersey 08543
United States of America

National Center For Pro Choice Majority
P.O. Box 1315
Hightstown, New Jersey 08520
United States of America
Tel: (609) 443-8780

Smash! Negative Body Images In Women
1704 Bromley Estates
Pine Hill, New Jersey 08021

United States of America
E-Mail: dandy@cris.com
URL: <http://www.geocities.com/Paris/7119/smash.html>

Feminist Network, Inc
35 Laurel Ave
Clifton, New Jersey 07012
United States of America
Tel: (201) 470-0724
Fax: (201) 473-3888

The American Association of University Women
79 Lincoln Street
Glen Ridge, New Jersey, 07028,
United States of America
Tel: 973-429-8605
Fax: 973-429-0280
Email: patmitchel@aol.com
URL: <http://www.aauwnj.org>

National Crime Commission, Women's Issues Division
P.O. Box 1092
South Orange, New Jersey 07079
United States of America
Tel: (908) 569-2599

Planned Parenthood
51 McWhorter St
Newark, NJ 07105
(973) 465-7707
www.ppmnj.org

Wish List (Women In The Senate And House)
210 W Front St
Red Bank, New Jersey 07701
United States of America
Tel: (908) 747-4221
Fax: (908) 530-9743

NOTE: Most internships require a resume, application, writing sample, and recommendations. Please Contact and research each internship carefully.

ADDITIONAL NOTE: For an extensive list of NJ women organizations visit:
<http://www.distel.ca/womlist/countries/usa/newjersey.html>



NOTES



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Beatty, Kelly and Bradshaw, Dale Salvaggio., Firestarters: 100 job profiles to inspire young women, Indianapolis, IN, JIST Publishing, INC, 2006.

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www.top-resume-tips.com/college-resumes.html

www.careerbuilder.com/jobseeker/resumes

owl.english.purdue.edu/workshops/pp/resume.ppt

<http://apps.byuh.edu/career/Networking.php>

http://www.quintcareers.com/networking_guide.html

<http://www.bls.gov/news.release/hsgec.t01.htm>

<http://www.distel.ca/womlist/countries/usa/newjersey.html>

