Research Project Tips for Internship

WHEN CONDUCTING RESEARCH:
“Hi, my name is ___________ and I am a __________ (insert program) student at Bryant & Stratton College. I am wondering if I can speak to someone briefly to obtain some information about your company as part of my internship research project.”

When connected with the appropriate contact…
- Introduce yourself again and ask if you can spend 2-3 minutes of the individual’s time to obtain information on the research handout.
- When completed, thank them for their time.
- You may ask them if they are looking for interns in the semester you are going to complete your internship. If so, you may arrange an appointment to meet with them or let them know you will be in contact with them soon.

WHEN CALLING PLACES TO DISCUSS THE POSSIBILITY OF COMPLETING AN INTERNSHIP AFTER YOUR RESEARCH:

“Hi, my name is _________________ and I am a ________________ (insert program) student at Bryant & Stratton College. I am wondering if I can speak to _______________ (NAME ON INTERNSHIP PACKET) to discuss unpaid internships with your company.”

Once contact person is reached:
- Re-introduce yourself (if necessary)
- I am looking to complete duties such as _______.

If that person is no longer with the company, ask to speak to someone regarding UNPAID internships. (Please alert Career Services of new contact information (name, address, etc. so database can be continually refreshed).

- Have your resume handy when an employer contacts you in case they ask you questions about your qualifications or the kind of internship you are seeking.

If the site you are calling does not take unpaid internships:
Thank you for your time. Do you happen to know other companies I can contact who might be willing to take on unpaid internships?

If you need to leave a message:
“Hi, my name is _________________ and I am a ________________ (insert program) student at Bryant & Stratton College. I am wondering if I can speak to you regarding the possibility of completing my unpaid internship with your company/firm. Please contact me at your earliest convenience at ________ or on my cell phone at _____________.

- Be sure your home and cell phone contain a professional message
  “Hello, you have reached the ________ residence. I am sorry I cannot take your call at this time, but please leave your name and phone number and I will get back to you as soon as possible. Thank you.”

- Be sure you are in a quiet place with no outside distractions when an employer contacts you.

(You may follow up in 3-4 days if you have not heard from that individual.). Return all phone calls in a timely manner.

At the interview:
- Dress professionally
- Bring a few copies of your resume and your portfolio
- Be prepared to discuss your background, goals, strengths, weaknesses, etc.
- Research the company.
- Be prepared to ask questions such as specific duties of the internship, your availability, growth plans of the organization, etc.