



**Internships in the  
United States of  
America**

# 1. How to Find an Internship?



- There is a lot of research involved in finding an internship in America, however there are many opportunities.
- First start with these big search engines that list some internships. These websites list a few internships:
  - This website is for engineering internships in New York: <http://www.goabroad.com/providers/world-internships/programs/science-engineering-internships-in-new-york-city-114950>
  - This is a search engine that you can use to search for a specific field of engineering: <http://www.goabroad.com/intern-abroad/search/united-states/internships-abroad-1>
  - This website list a few engineering internships in various locations: [http://www.international-internships.com/index.cfm?FuseAction=Aboard.ViewDocument&File\\_ID=0E037772714F01747107757306761C030E7B0F14020175756E77050F7107727673777A77727B07720Cc](http://www.international-internships.com/index.cfm?FuseAction=Aboard.ViewDocument&File_ID=0E037772714F01747107757306761C030E7B0F14020175756E77050F7107727673777A77727B07720Cc)
- Also, see if German company has a partner company in the United States.
- **Next Research, Researching Tips:**
  - Start with any big companies that you can think of and go to their website, typically they will have an internship section
  - Also, try searching your specific area of study for example: “internships for mechanical engineers”
    - This site is a search engine for finding internships <http://www.indeed.de/?r=us>
  - Make sure you start the research phase early to allow enough time to apply
- **Typical Workday hours/pay**
  - Full-time internships are 40 hours a week, and part-time internships are 20 hours a week
  - Monday through Friday, 8am to 5pm (with an hour lunch break)
  - Most engineering internships are paid and can range from minimum wage of \$7.25 per hour to higher
  - Typically the internship sessions are Fall (September to December), Spring (January to April), and Summer (May to August), there are yearlong internships as well.

## 2. How to Prepare for an Interview/ Applying Tips?



- **Application Process**
  - Reread application and double check the information is all correct
  - Have someone proof read your essay questions
- **Tips for interviews**
  - Most likely will be a phone/video chat interview
  - Research the company in advanced - if you made it to the interviewing stage of the process, they are interested in you. By looking up information on their company, or what projects their company works on, it shows that you are interested in the company!
  - If a video interview, dress professionally
  - Have a copy of your application, and resume in front of you
- **Dress like you want the job**
  - For guys, a full suit, and a button down shirt. At the very least nice dress pants, a button down shirt and tie.
  - For ladies – Professional Dress or skirt that goes to the knees or below, or nice pants (no jeans) and a blouse, do not wear anything too revealing, keep jewelry to a minimum
- Arrive early - make sure you know where you are going the day of the interview, it is better to be waiting for them to call you into the interview, than for the company to wonder where you are.
- **Resume and Cover Letter**
  - Try to keep each one on one page
  - Example:

# (Resume) First Name Last Name

Address  
Phone Number, email

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(This is a short paragraph explaining your key assets.) Example: Dedicated hardworking Computer Engineering major that is always willingly to go the extra mile. Involved in the Honors program and field hockey team to further develop leadership skills and working as a team. Earned various awards for academic achievement while playing a sport, which shows time management and dedication.

- list skills
- working with certain machines
- such as programming skills (java c++)
- .....

## EDUCATION

*College/University Name, City, Country*

Major (What are you studying), Graduation year, GPA/ marks

Lists awards

Activities:

- (list any extracurricular activities involved in at the university or with the community)

*High School, City, Country, Graduation date*

List only the important awards you received

## WORK EXPERIENCE

**(List any internships or jobs you have held)**

*Your position, Company, City, Country, when you worked*

- *Brief description of what you did*

*Example:*

*Sports Management Intern, USA Field Hockey, Virginia Beach, VA, May-June 2011*

- Learned time management by effectively working as a member of a team to set up for the Junior National Championship. Worked the technical table while learning management skills.

## VOLUNTEER WORK

**(List any volunteer work you have done)**

*Name of organization, City, Country*

*Your position, dates worked*

*Example:*

*Lakeland Summer League, Suffolk, VA*

*Field Hockey Coach, 2009-present*

**(Cover Letter)**  
**First Name Last Name**

Address  
Phone Number, email

Current Date when you apply  
Company's Administrators Name  
Administrator  
Company's Name  
Company's Street Address  
Company's City, State

Dear Boss's name,

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(Short sentence to get their attention) Give me an interview and I will show you that I am the hardest worker  
and most positive person you have ever met  
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(This is a sentence or two on why you should be considered an interview) Please consider giving me an interview for this position. I have the responsibility, hard work ethic, and dedication that will help grow the company and give it a competitive edge.

(Short paragraph on why you are interested in the job) I am interested in this job because of my love for engineering. This field fascinates me because of the exciting atmosphere of different tasks and projects. I thoroughly enjoy coming up with new ideas and working with a team to get the job done.

(Short Paragraphs on how your abilities will help you contribute to the company) My ability to work with a team will help me effectively contribute to problem solving further growing the company by having new ideas. Also, I am time oriented and work effectively in finishing projects on time. I am responsible and self-motivating; meaning I will always get the job done. My positive attitude will help promote the company. Lastly my creativity will keep building the company with fresh ideas.

(Short paragraph about one of your accomplishments such as an award you received or a project you completed) One of my accomplishments that I am extremely proud of is my Math Medallion. I am greatly appreciative of receiving this award because it shows my dedication and hard work. I went above and beyond by taking every math class I could. Not only did I take every math class available but I worked towards being the best by receiving an A in the classes and a 5 on the AP tests.

Sincerely,

(This is where you sign your name)

Type your First then last name here

### 3. What to do after you find an internship?

#### Checklist:

- Visa
- Health Insurance
- Apartment
- Car Rental (if needed)
- Contact Local Universities for English Courses
- Set up a bank account (can be done after you arrive)
- Book flight



- **Renting a car**
  - Popular car rental companies are Hertz, Enterprise, National, Alamo and Budget
  - Your German Drivers license is valid for 6 months in the states
  - If you plan to drive when you visit the United States, check the driving rules in the state(s) you'll be visiting to verify that you can use your non-U.S. driver's license. You should get an International Driving Permit (IDP), which translates the information contained on your official driver's license into 10 languages.
  - The United States **does not** issue International Driving Permits to foreign visitors, so you will need to obtain this document in your home country **before** you travel to the United States.
  - While you do not always need an IDP to drive in the United States, it is recommended that you obtain one in advance if you intend to do so
  - Contact the authorities of the country that issued your driver license, or its motoring association, to obtain an IDP
  - You may need to show both your license and an IDP to rent a car; find out the rental company's policies in advance
  - Source - [http://answers.usa.gov/system/selfservice.controller?CONFIGURATION=1000&PARTITION\\_ID=1&CMD=VIEW\\_ARTICLE&USERTYPE=1&LANGUAGE=en&COUNTRY=US&ARTICLE\\_ID=11031](http://answers.usa.gov/system/selfservice.controller?CONFIGURATION=1000&PARTITION_ID=1&CMD=VIEW_ARTICLE&USERTYPE=1&LANGUAGE=en&COUNTRY=US&ARTICLE_ID=11031)
- **Apartments/living**
  - <http://www.craigslist.org/about/sites/#US>
  - ask company if they can help with finding one
- **Visa**
  - <http://travel.state.gov/visa/>
  - how to apply: [http://travel.state.gov/visa/temp/types/types\\_1271.html#apply](http://travel.state.gov/visa/temp/types/types_1271.html#apply)
  - make sure your passport is valid for the whole time you are in the states
  - fees: [http://travel.state.gov/visa/temp/types/types\\_1263.html](http://travel.state.gov/visa/temp/types/types_1263.html)
  - Carrying Acceptance/Contract letter with you when you first arrive



- **Health Insurance**
  - website for finding student health insurance in the states <http://www.insubuy.com/>
  - talk to home insurance to see if you are covered
  
- **Bank Account/ currency**
  - <http://www.usaeducationguides.com/guidance/articles/090320-us-currency-banking.jsp>
  - Deutsche Bank is partnered with Bank of America in the States
  
- **Registering with the city**
  - no you do not have to register with the city
  
- **English Courses at local universities**
  - Contacting Local Universities to ask about courses
  
- **International Student Card (ISIC)**
  - <http://www.isic.org/>
  - This card allows you to get student discounts at various places. There are many places that have student discounts, so the best thing is to just ask. Typically museums, movie theaters, and clothing stores offer student discounts.
  - The International Student Card (ISIC) is partnered with statravel which searches for flights.
  
- **Book Flight:**
  - Both of these websites you can search for flights and it compares different flight companies and prices:
    - <http://www.skyscanner.de/>
    - <http://www.statravel.com/>

## 4. Additional Information



- **How to travel when you are there?**
  - Megabus is a bus service company you can use to traveling to big cities (book in advance)
    - <http://us.megabus.com/>
  - Flights: These websites search for and compare flights.
    - <http://www.skyscanner.de/>
    - <http://www.statravel.com/>
- **How to get involved in community/meeting people?**
  - getting in contact with local universities and their international office
  - search for sports clubs in area
- **Alcohol Laws**
  - Legal drinking age in USA is 21 as of 1988. States are allowed to decide their own laws on what alcoholic beverages are sold, and how the sale is controlled. Since this varies largely state to state, it is best to look up specific state laws, depending on where you will be living. Some differences include where certain types are sold (spirits or beer), the hours of the day that various types can be sold, and if the counties within various states even allow any alcoholic beverages at all ( called Dry Counties).
  - Source - [http://en.wikipedia.org/wiki/Alcohol\\_laws\\_of\\_the\\_United\\_States](http://en.wikipedia.org/wiki/Alcohol_laws_of_the_United_States)
  - Open container laws vary state to state, but generally prohibit open alcohol containers in vehicles. Since they are state controlled laws, it is best to research the particular state you are traveling or living in.
  - Blood Alcohol Content (BAC) allowed is generally  $\leq 0.08$  to legally drive. If you are over this, you can also incur greater penalties if you are over a certain second higher BAC level (vary state by state).
  - Source for legal BAC - <http://www.totaldui.com/breathalyzers/bac/laws-by-state.aspx>
  - Source for BAC levels per drink - [http://en.wikipedia.org/wiki/Blood\\_alcohol\\_content](http://en.wikipedia.org/wiki/Blood_alcohol_content)



- **Phone**

- pay as you go plan would probably be the cheapest
- companies: Verizon, AT&T, T-Mobile
- phones and plans (a phone plan is a contract that last over a certain period of time) available at most department stores (Best Buy, Staples, Radio Shack, Walmart and Target)

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This guide about how to find internships in the United States of America has been prepared by a group of students from Christopher Newport University (CNU), USA, who have passed the summer term 2013 as international exchange students at Rosenheim University of Applied Sciences, Germany:

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Good luck for finding an internship in the USA!

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Sources for images:

- [http://images.flatworldknowledge.com/campbell/campbell-fig09\\_004.jpg](http://images.flatworldknowledge.com/campbell/campbell-fig09_004.jpg)
- <http://www.welovejobs.com/blog/wp-content/uploads/2013/01/Job-Interview-jpg-V2.jpg>
- [http://admissionsmba.com/system/files/imagecache/162X139/briefcase\\_and\\_passport\\_crop380w\\_0.jpg](http://admissionsmba.com/system/files/imagecache/162X139/briefcase_and_passport_crop380w_0.jpg)
- <http://www.progonline.com/blog/wp-content/uploads/2011/10/stock-photo-17677354-clipboard-and-check-mark.thumbnail.jpg>