## **INTERNSHIP WEB** 5 STEPS >> CLICK & LAND AN INTERNSHIP

Login with your email username: https://spexs-csm.symplicity.com/students/

Add your resume to the Internship Web here so internship supervisors may contact you > My Resumes +

## Click > Internships + > Opportunities (start here)

>>2

>>3

Sort by "Date Posted" to view the latest internships. Positions get added daily. Focus your search on the new positions; these are hot.



## Advanced search **>Select "Yes" for Most Responsive Internships (Regular host to AU students)** and choose your **>Concentration or Interest >Search**

- The internship locations in this category regularly host AU students and contacts herein are often responsive. Keep an open mind. If you do not land your ideal internship this semester, the position you secure with a motived supervisor may serve as a stepping stone to your next great opportunity.
- If a position that "you do not qualify for" interests you given your experience, **do not be deterred from applying**. Perhaps you will not receive a reply to your application. Non-responsive internship contacts are common. Or maybe, just maybe, you will get an offer.
- Don't let passed **deadlines stop you from applying.** Often internships are open year-round and have January December posting time frames. Sometimes full internships unexpectedly open. Apply to any internship that interests you. You have nothing to lose. With every new application you submit, you may develop skills using software to efficiently edit and personalize each application.
- See the Internship Guide (click Land an Internship on the navigation bar) for complete instructions on the search.

Click > Networking & Leads *Choose* > Program, Concentration or Interest > Most Responsive Employers flag > Highly Rated by Students in evaluations

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		SELECT CLEAR TO SELECT CLEAR	
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> Networking & Leads > Employers/Internship Leads (+evaluations) > Employers (ask for an internship even if a position is not listed) > Experiential Learning Evaluations (due at the end of the internship) >>> select yes and search

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Internship Search: 5 steps | https://spexs-csm.symplicity.com/students/ American University School of Professional & Extended Studies (SPExS)