

General Internship Guide

The following websites will get you started.

E-Recruiting

<http://govst.erecruiting.com>

Career Services has established this website for students to post their resume and look for job vacancies from prospective employers. Students must obtain a serial user identification number from our office in order to register at this site.

Monstertrak

www.monstertrak.com

Excellent website, also houses intertrak.com. Students post a resume and search for a variety of jobs and internships throughout the country.

Summer Jobs

www.summerjobs.com

Students can use this site to find a great seasonal job both nationally and internationally and gain the experience of living somewhere else in the country or the world.

RS Internships

<http://rsinternships.com>

This is another great website for students and employers alike. Post your resume and find available internships/jobs all over the United States.

Idealist

www.idealist.org/about/about.html

This site provides about non-profit worldwide organizations including the services they provide and volunteer and internship openings that are available.

C.I.E.

www.cie.uci.edu/prospective/index.html

Called the Center for International Education website, this page connects students to many international organizations and opportunities to work and study abroad.

Get that Gig!

www.getthatgig.com/categories.html

Everett Public Service

www.everettinternships.org/about/index.html

The Everett Public Service internship site allows students to apply for open public service positions around the country.

Intern Jobs

www.internjobs.com

This website provides opportunities for employers to post prospective jobs and students to post their resumes.

Internships in Human Resources



Office of Career Services
Governors State University
University Park, IL 60466-0975
(708) 235-3974
(708) 534-1173 (fax)
www.govst.edu/careerservices

Why Intern?

An internship gives you an opportunity to gain practical experience and/or earn credit hours toward your degree.

An internship allows you access to the professional work world before you completed your academic studies. In selected disciplines, you can earn credit hours by working in a field related to your academic program.

On-the-job experiences and the effective use of skills learned in class instruction are elements of a successful internship.

Internships

- are cooperative efforts between organizations and the university;
- enrich and enhance students' academic experience; and
- are offered by employers in conjunction with the Office of Career Services and supervised by employers, and the Recruitment Coordinator.

How to get started.

First, research general careers in human resources.

Society of Human Resource Management

www.shrm.org

Careers in Human Resources from About.com

www.humanresources.about.com

Human Resources and Related Careers from the Occupational Outlook Handbook

www.bls.gov/oco/ocos021.htm

Where else can I look?

Wet Feet Internships

www.internships.wetfeet.com

Art Institute of Chicago Human Resources

www.artic.edu/aic/jobs/hr.html

Jobs 4 HR

www.jobs4hr.com

Museum of Contemporary Art

www.mcachicago.org/information/internships.php?page=eint#14

Princeton Review Internship Database

www.princetonreview.com/cte/search/internshipadvsearch.asp

WGN-TV Human Resources Internships

wgntv.trb.com/about/station/jobs/?track=footer

American Red Cross of Greater Chicago

www.chicagoredcross.org/general.asp?

SN=315&OP=279&SUOP=280&IDCapitulo=VF223FBDFD

Chicago Children's Museum Human Resources

www.chchildrensmuseum.org/voluntr.cfm



Remember

The Office of Career Services will assist you in your search for an internship opportunity, review your resume, and prepare you for the interview. We do not guarantee that companies mentioned in this brochure will hire you. The information available in this brochure is provided as a courtesy.

Check with your college and/or professors to learn about additional internship opportunities.

Keep in mind that when going for an interview, you should dress professionally and appropriately and bring more than one copy of your resume.