INTERNSHIP ALGORITHM

It address the age-old question: **How do you secure an internship to gain experience, when it appears that employers require you to already have experience?** The tasks are provided in a pseudo-algorithmic form so that it can be executed like a program and followed systematically.

FOR i = 1 TO college years DO

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  o Renew IEEE membership.
  o Prepare and update resume with new classes, projects, and lab experience.
  o Identify and ask people if they are willing to serve as references.

CASE Network IS

  • FRIENDS: Contact former Teaching Assistants and upper classmates that have graduated and those that supervised your work.
  • FAMILY: It is ok to ask your relatives to make introductions for you!
  • PROFESSORS: Are there research positions in their Point of View research groups available?
  • TECHNICAL SPEAKERS: Attend IEEE society chapter meetings and meet the experts and industry professionals.
  • CAREER SERVICES AT YOUR SCHOOL: Check for job postings, attend mock interview sessions.
  • PSAC: Develop a Professional Student Awareness Conference and invite the people you want to meet as speakers.

END CASE;

  o Identify your dream jobs, companies, and research laboratories.

IF (undecided) OR (seeking specific geographical location of work) THEN
  Search desired geographical area for companies using keywords
END IF;

FOR (all companies or contacts found by any of the above methods) DO;

  • Check their website for opportunities.
  • Develop cover letter. Be careful not to assume the gender of the contact person!
  • Submit application online as well as to any individual you met or had an introduction as well.
  • Record in a spreadsheet the date, the company name, and the contact person.

END FOR;

WHEN Contacted Do

  • Respond quickly.
  • Be formal and do not call the person by his/her first name.
  • Research the company and have a list of questions prepared about their work.
  • Have examples of your lab work, projects, and writing samples available and be able to show you remember what you did.
  • Follow up with a “thank you” note and ask for feedback on your interview performance.

END DO;
}

END FOR;

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1 Panetta, K., "Getting Comfortable Being Uncomfortable [Point of View],” in Proceedings of the IEEE, vol.102, no.4, pp.411-413, April 2014