
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 form¹ so that it can be executed like a program and followed systematically

FOR i = 1 TO *college years* DO

{

- Renew IEEE membership.
- Prepare and update resume with new classes, projects, and lab experience.
- 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;

- 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;

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