



## Looking to place **RELEVANT** experience on your resume? Consider an **INTERNSHIP**.

### What is an Internship?

According to the National Association of Colleges and Employers (NACE), experiences through which students can apply their academic knowledge in work settings are widely labeled as “internships,” but the criteria for and oversight of these experiences vary widely among institutions of higher education and employers in the United States. Consequently, NACE has the following recommended definition that students, colleges, and employers should find agreeable:

*An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.*

### Can I get paid for an internship?

Internships can be either paid or unpaid. There is benefit to both options. Unpaid internships can yield a quality experiential learning experience with practical insights and skills gained even without the monetary perks of a paid internship. And while there is evidence to suggest that paid internships are more likely to result in job offers, it has also been determined that the number of internships is the greater predictor of successful job obtainment within the first 6 months following graduation. Thus, paid or unpaid, it is multiple internship experiences that will increase your chances of landing gainful employment upon graduation the most.

### How can I list internship experience on my resume?

There are a few ways to list internship experience on your resume. It can be listed simply under the category of Internship Experience or within the categories of Work Experience, Relevant Experience, or Additional Experience. If the internship was unpaid, you can even list it under Volunteer Experience. As the standard length for a resume is one page, effective use of space is critical. Therefore, as with any of the valuable experiences you place on your resume, you want to be concise with the details but clear in communicating their relevance to the position to which you are applying. In general, approach the listing of the internship the same as you would any other work experience entry. (See examples below.)

#### INTERNSHIPS

Friends of Literacy (Knoxville, TN) – June–July 2016

- Summer Intern – Completed 70+ hours assisting with the creation and implementation of literacy programming for underserved communities

Jefferson County Patriot Academy (Jefferson City, TN) – March–April 2016

- Counseling Intern – Completed 40+ hours working with high school freshmen in the areas of coping skills development and career exploration

#### RELEVANT EXPERIENCE

Volunteer Intern, Compassion Coalition (800+ hours), Aug 2016 – Present

- Trained in Ohio to be a facilitator for Cost of Poverty Experience (COPE), which is a 3 hour poverty simulation for middle to upper class individuals.
- Assist in facilitating and implementing trainings such as: Bridges out of Poverty, Cost of Poverty Experience, and Frontline.

For information related to your academic department’s internship courses or opportunities, please contact your advisor or the department’s administrative staff.

### Do companies value internships?

Yes. Experiential learning has become an important piece within one’s college education, and in no small part due to the expectations and desires of employers to see graduates possess such experience. Internships are becoming one of the more sought after opportunities by which students can obtain experiential learning experience.

### How do I know if my internship constitutes legitimate experience?

Per NACE, an internship should be a legitimate learning experience benefitting the student and not simply an operational work experience that just happens to be conducted by a student. This is to say, in effect, an internship should be more than picking up coffee, working a copier, and manning a phone. As their recommended definition states, internships should give a student the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. The Department of Labor has also expressed that internships should provide an educational benefit to students. If you question the legitimacy of your experience, bring this concern to the attention of your faculty advisor or career services staff.

For additional resources and assistance related to career planning, contact the Office of Career Services at Student Success located in the Learning Commons of the Stephens-Burnett Library (second floor, office number 225). You can also contact the office by email at [careerservices@cn.edu](mailto:careerservices@cn.edu) or call 865.471.4483.

You can also connect with the office through one of the platforms below:

