

# Quick Tip Sheet

## Finding Unadvertised Internships

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### What is an unadvertised internship?

Oftentimes specific industries or employers may not have posted internships that are advertised on common job search platforms (i.e Handshake, Glassdoor.com, Indeed.com, LinkedIn, etc). Though an internship is not posted online, this does not mean that the opportunity does not exist. It just takes a little more initiative and researching to find and secure. The solution to this is to reach out directly to organizations and agencies that you find interesting and inquire about potential opportunities.

### Options for finding an unadvertised internship

#### Option 1:

1. Google search agencies/organizations that perform the type of work you are considering. [Buzzfile.com](http://Buzzfile.com) is a great website to use to search for employers by major and my state.
2. Check their website for internships or jobs that interest you. Usually these can be found within "Careers" or "Get Involved" tabs on the website.
3. If they do not have an internship or job posting: Review "Contacting Placement Sites Quick Tip Sheet" for examples of email and phone scripts. Then contact these places directly to inquire about opportunities.
4. There may be a person's email on the website to contact. If not, you can call the organization to inquire.

#### Option 2:

1. Search a variety of industry specific internship/job websites for opportunities. See your cluster page at <https://web.uri.edu/career/career-resources-by-major/> for a list of websites as starting points.
2. Use keywords such as community outreach, volunteer coordinator, health & wellness, etc.

#### Option 3:

1. NETWORK!
2. Create a LinkedIn account
3. Use the alumni tool finder on LinkedIn to search the organization you are interested in. (There may be an alumni who works there that you can reach out to!)
4. Attend networking events and career fairs.

#### Sample Telephone Script:

Hello, My name is Meghan Jones. I'm an undergraduate psychology major at the University of Rhode Island. I'm really interested in neuropsychology and the treatment of memory disorders. I found your contact information on the Maynard Hospital website and I would like to learn more about potential internship opportunities for the spring semester.

**Sample Email Script:**

Dear Dr. Friedman,

My name is Meghan Jones and I am a psychology major in my senior year at the University of Rhode Island. I have a strong interest in neuropsychology. While researching neuropsychology programs in RI, I found your contact information on the Maynard Hospital website and I am especially interested in your work on the treatment of memory disorders. I am pursuing an internship for academic credit this coming spring semester and I'd like to learn more about potential internship opportunities in your department and how I can apply.

I look forward to hearing from you regarding the possibility of interning in your department in the spring.

Sincerely,  
Meghan Jones

**Don't Forget about Research/Teaching opportunities with Professors**

Professors often seek the help of undergraduate students to assist them with their research or with teaching a class. As a research assistant or teaching assistant, you will be able to get more hands-on experience.

**How do I do it?**

Getting involved with a professor's research or teaching here at URI is a self-directed process. Here are a few ways that you can initiate that process:

- Professors typically make announcements in class or via email about themselves or a colleague needing a student to assist them. Follow-up with them when you hear about these opportunities during their office hours or via email (see sample email below).
- Many faculty/professors at URI have their research interests posted on the URI website. If you go to your major department's website and click on the "Faculty/Staff" tab, you will see a list of all the professors within that department. From there, you can click onto professors' biographies to learn more.
- Directly contact a professor to schedule a time to discuss their research or inquire about assisting with their research. You can do the same with inquiring about a professor's course that they are teaching to learn more about it and if you can help. More specifically, explain how you feel you can provide support based on your interests, classes, skills etc.

**Sample Email Requesting for Meeting to Discuss Research/Teaching Opportunities**

Subject: Participating in a Potential Research Opportunity

Hello Dr. \_\_\_\_\_,

*My name is Gene Yuss and I am currently a sophomore biology student here at URI. I have interests within plant biology and genetics and found on the URI website that you are involved with research in these areas. More specifically, your research program focuses on developing an understanding for molecular genetic mechanisms within plants that specifically focus on regulating gene activity, which is an area of research that I am interested in.*

*I have recently completed BIO 102 and will be taking genetics next semester which together provide me with a foundational knowledge within plant biology and genetics. Additionally, both of these classes have lab components that have allowed me to develop my skills with working in a laboratory environment, utilizing various lab equipment, etc.*

*I would like to stop by your office hours or schedule a time to learn more about your research and potentially determine if I would be able to assist you with your research.*

*Thank you for taking the time to read this email. I look forward to hearing back from you.*

Gene Yuss