

Tips for Locating Internships in Your Home Region - Outside the Lancaster Area

1. Your local Chambers of Commerce - indicate that you are interested in locating an internship, can they refer you to any potential employers?
 - *-Recently, a Communications student contacted her local Chamber to inquire about employers who might be interested in summer interns. The Chamber didn't refer her - they hired her! You never know...*

2. Identify major employers in your area. Where do the people who live in your neighborhood work? What offices do you drive by when you are there?
 - Phone calls work best IF you can speak to a live person
 - Websites often have internship information in their employment section

When researching a company's website:

- Look under jobs, careers, employment - subheading for internships?
 - Use the site's search tool to search for "internships"
 - Still no internship information? Look for HR contact information
 - A phone call can be more successful for immediate information, but again, only if you can get a live person. Otherwise, e-mail/fax.

3. Consider major non-profits: United Way, American Cancer Society, American Red Cross...
 - You may have to start as a volunteer
 - Possibly some paid part-time positions
 - Great way to get broad-based experience and to network
 - Piggyback part-time unpaid internship with a full-time or part-time job

4. PA business/employment sites:
 - www.paworkstats.state.pa.us (see next page)
 - www.pacareerlink.state.pa.us

5. If you Google "internships," several "job search"-type sites come up on the list. But be wary - some of them are subscription-only, and some are not terribly reputable. Check them out, but keep your guard up.

*Center for Workforce Information and Analysis
Employer Seeker Instructions*

- Go to the following website: www.paworkstats.state.pa.us . This will take you to the main page of the website.
- On the blue toolbar, select *Services for Individuals*. This is the Directory of Services page.
- Select *Job Seeker Services*.
- Select *Employers*. You will then be able to search for employers through a variety of criteria: by county, metropolitan area, a workforce investment area, within a certain radius of a zip code, or anywhere within Pennsylvania. Select which item best fits your search criteria.
- You will see the following screen for search options:

The screenshot shows a search criteria form with the following fields and annotations:

- Search Criteria** (Section Header)
- Location:** [[Change](#)] Pittsburgh, PA Metro Stat Area. A callout box above the text says "Selection you entered from previous screen".
- Keywords (e.g. Microsoft):** [Empty text box]. A callout box with an arrow pointing to the box says "Any relevant keyword(s)".
- Industry Title:** [[Change](#)] All Industries [Dropdown arrow]. A callout box with an arrow pointing to the dropdown says "Select industry from dropdown in list".
- Employer Size Range:** From: 1 [Dropdown arrow] To: All including unknown [Dropdown arrow] Employees. A callout box with an arrow pointing to the dropdown says "Select industry from dropdown in list".
- [[Reset Criteria](#)]
- [**Search**] (Blue button)

- Once you have entered your information, select the blue *Search* button. All employers will be listed according to your criteria.
- You can select an individual company and view the information, such as contact person, address, phone number, and web site if one is available.

This website will allow you to search all employers in a defined area, by industry, keywords and other criteria. You can then follow up with those companies that interest you to see if they would be interested in hiring you as an intern. Many employers jump at the chance, so don't be shy. Find organizations that you'd like to intern with and give them a call!