CEMS Internships: Resources

**General**

- **Catamount Job Link (CJL)**
  - [uvm.edu/career](http://uvm.edu/career), then click CJL button
  - UVM’s internal job and internship database. Can search for jobs and internships, upload your resume and cover letter for feedback, apply for positions, and see information about on-campus recruitment, info sessions, and other events. Can also search the employer directory for networking leads and information.

- **Indeed.com & SimplyHired.com**
  - Two similar job search meta-engines that aggregate opportunities from many other websites. They are two of the most visited job sites in the US. Can use a “wildcard search” (e.g. “counsel*” will give results for “counsel”, “counseling”, “counselor”, etc.). You can sign up for email alerts, which will send you daily updates about new positions that match your criteria.

- **Internships USA**
  - [http://cei-internship.squarespace.com/undergraduate-online/](http://cei-internship.squarespace.com/undergraduate-online/) PDFs listing internships by location and industry (username: Vermont; password: Ver201314)

- **Internships.com**
  - General internship search by location. Be sure to check if an internship is “virtual” or in-person

- **InternMatch, The Vault, WetFeet, & YouTern**
  - [internmatch.com](http://internmatch.com), [vault.com](http://vault.com), [wetfeet.com](http://wetfeet.com), [youtern.com](http://youtern.com)
  - Four comparable sites that post rankings, reviews, articles, and internship listings.

- **Vermont Businesses for Social Responsibility (VBSR) Intern Program**
  - [vbsr.org/intern_program](http://vbsr.org/intern_program)
  - VBSR is something like an internship “matchmaking” service—they connect interns with companies in VT. All internships are paid.

**Science & Technology**

- **Vermont Technology Council**
  - [vermont.internships.com](http://vermont.internships.com)
  - Search engine for Vermont Internships in technical, creative, and business fields.

- **National Science Foundation Research Sites**
  - [nsf.gov/crssprgm/reu/reu_search.jsp](http://nsf.gov/crssprgm/reu/reu_search.jsp)
  - Research opportunities across many disciplines

- **CEMS Student Services Useful Career Links**
  - A variety of useful links for all CEMS disciplines

**Environmental**

- **Student Conservation Association**
  - [thesca.org/serve/positions](http://thesca.org/serve/positions)
  - Internship positions specific to the environment and conservation

- **Environmental Career Organization & Orion Grassroots Network**
  - [eco.org](http://eco.org), [jobs.oriongrassroots.org](http://jobs.oriongrassroots.org)
  - Two similar “green” job and internship search engines

**Non Profit/Government & Policy**

- **Idealist.org**
  - Large non-profit search engine run by Action Without Borders.

- **United Way of Chittenden County**
  - The most comprehensive volunteer database in Chittenden County. Great for mining contact information and non-profit internship ideas.

- **Government Internships**
  - [www.gogovernment.org](http://www.gogovernment.org)
  - The “student” section provides info on several government internships

- **USAJobs.gov**
  - [www.usajobs.gov](http://www.usajobs.gov)
  - Job and internship database for government positions

- **The White House Internship**
  - [whitehouse.gov/about/internships](http://whitehouse.gov/about/internships)
  - Competitive program designed to mentor and cultivate young leaders, provide a hands-on experience, and strengthen the understanding of the Executive Office.

**Diversity**

- **INROADS Internships for Diverse Audiences**
  - [inroads.org/students](http://inroads.org/students)
  - Competitive internships for first years and sophomores who identify as Black, Hispanic/Latino, and/or Native American Indian.

- **Hispanic Association of Colleges & Universities National Internship Program**
  - [hacu.net/hacu/HNIP.asp](http://hacu.net/hacu/HNIP.asp)
  - Places hundreds of students in paid federal and corporate internships.

- **Corporate Equality Index**
  - [hrc.org/campaigns/corporate-equality-index](http://hrc.org/campaigns/corporate-equality-index)
  - Report and database that benchmark major businesses on LGBT equality.
Networking Resources

- **LinkedIn Groups**: Search for groups with Internship & your discipline, UVM Alumni Association (11,000+ members), University of Vermont Career Connection (6000+ members)
- **LinkedIn “Find Alumni” feature** (under “Network” menu). Can look to see which locations, industries, and companies are the most popular with UVM alumni (and then contact them for more information).
- **Career Center page on Networking**
  
  www.uvm.edu/career/?Page=networking.html

  Details strategies and includes sample LinkedIn and email samples, as well as networking questions.

Next Steps

- **Do your research**
  Make a list of internships to apply for. Keep track of important information and actions (use grid below)
- **Create and polish your resume**
- **Create and polish a cover letter**
- **Email Alicia Ellis, CEMS Internship Coordinator**
  alicia.ellis@uvm.edu to get feedback on your application materials.
- **Reach out** to alumni, professors, friends, family, and other contacts if you want to find unlisted opportunities or “create your own internship”

Feeling Stuck?

- **Email Alicia Ellis, CEMS Internship Coordinator**
  alicia.ellis@uvm.edu to schedule an appointment.
- **Stop by in hours at the Hub**
  Drop in hours are M-Th 1-4pm and Fri 1-3pm. You don’t need to schedule an appointment for these 10-15min conversations with a career counselor
- **Schedule an appointment at the Career Center**
  Call 802-656-3450. Any career counselor can talk to you about internships. Appointments are 30 or 50 minutes and take place in L/L E.

Funding Resources

- **Anna Whitcomb Internship Scholarship**
  bit.ly/annawhitcomb
  Scholarship of up to $2375 to cover expenses of an unpaid or under-paid internship. Preference is given for internships in non-profits. Priority deadline is Feb 15th, Final deadline is March 15th.
- **Samuel Fishman Memorial Fund**
  Scholarship of up to $1000 available to students in the Service-Learning Internship Class (EDSS 239)
- **Barrett Scholarships**
  www.uvm.edu/~barrett
  Summer research scholarships for engineering related to the environment. Open to any SOE undergraduate (graduating Fall 2015 or later - no seniors graduating in May) $6500 stipend and up to $1500 equipment and supplies, Proposal deadline is February 13, 2015, contact Andrea.Pearce@uvm.edu with questions

My Internship Search

<table>
<thead>
<tr>
<th>Company</th>
<th>Position</th>
<th>Requirements</th>
<th>Due Date</th>
<th>Date Applied</th>
<th>Name, date &amp; method of follow up</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keurig Green Mountain Coffee</td>
<td>Sustainability Intern</td>
<td>Resume &amp; Cover Letter</td>
<td>8/15</td>
<td>7/10</td>
<td>Emailed Nancy Baldwin, 7/20</td>
<td>Offered internship on 7/31</td>
</tr>
</tbody>
</table>