

Sample Search 1 (based on a real intern's search. Many names and companies have been changed).

I am interested in a career in fashion design. I would like to work with someone who has designed her own line of clothing. It needs to be accessible by public transportation and I need to be able to get to crew.

Source	Suggested Contact and Company	Research/Other Info	Date and Details of Contact	Results
Ms. Farrar – interns Jess McGuire and Julia Hernandez	Marcie at Company A	Consignment -mostly retail	2/14 talked to intern at job fair 2/21 – informal interview with owner	There's really no fashion design involved
Mom	Margarita Mayhew at Company B	Located in Silver Spring, near home, metro accessible. Good reviews on yelp.	2/20 – sent email with cover letter and resume 2/26 – stopped by store 3/10- returned for interview 3/22 – Sent note thanking her and declining job offer.	Clothing is for old ladies- not my style. Owner was nice but it seemed like a boring atmosphere. Offered me a position. I don't think I want it.
Teammate Kaela Rowe	Company C	Located in DC near my dad's house. Got terrible customer service reviews on yelp.	2/22 – Sent email	No response; sent another email
Internet/White pages search for boutiques	Company D Company E Company F Company G Company H	See printouts from yelp and my notes on each/	3/8 -Sent cover letters and resumes to all 5. 3/12 – Got response from E and G. E not taking. 3/14 – Interviewed at G.	Like G but it's far away, metro would be expensive and not sure I'd be back in time for practice
Internet/White pages search for boutiques	Red Hue Boutique	Located in Rockville. Great reviews on Yelp!	3/8 – Sent resume 3/15 – dropped by store 3/21 - interviewed	Sells several clothing lines including line of her own. Like the style. Owner hip and friendly. Could learn design here. Accepted job.

Sample Search 2

I am interested in working in marketing with a focus on social media or event promotion. My dream job is to work at Living Social.

Source	Suggested Contact and Company	Research/Other Info	Date and Details of Contact	Results
Current intern Mike Atherton	Company A	Consulting firm with impressive list of clients	2/21 – job fair	Prestigious company, intern works on database. Not at all what I want to do.
Ms. Farrar	acquaintance Kerry Kelly – Living Social		3/20 – Sent email and cc'd Ms. Farrar	No response. Told Ms. F she only deals with actual employees and couldn't help me.
Mrs. Lockard	Billy Jones at Company B	Local jazz club that gets some great acts. Sounds promising.	3/27 – Sent resume and cover letter	They aren't hiring high school interns and all work is at night.
Mr. Lopilato	Company C	Films famous food show	None yet -film isn't my strength	
Edmodo	Natareh DeLello – at Company D	looking for marketing intern new company with	4/8 – Sent resume and cover letter. 4/15 – Interviewed.	Marketing part is interesting, but there's not as much social media and technology as I would like. Told her that my dream job is at Living Social and that I am waiting to hear from them. She is willing to wait until July 1 for an answer. This is Plan B.
Internet – link to job application	Living Social – no contact listed		3/27- Completed online application 4/5 - Sent email to hiring manager 4/10 - Called –no answer 4/17 -Sent another email 4/24 - Rode my bike to headquarters in DC – invited for interview Interviewed	Offered and accepted the job. Called Ms. DeLello to tell her, sent note thanking her for her help.

Sample Student Search 3

I am interested in working at architecture firm. I am available 5 days a week.

1. Student went on White Pages and got the names of 15 different architectural firms nearby.
2. Student asked B-CC staff members for suggestions. They generated names of 3 firms.
3. Student sent cover letters and resumes to 18 architectural firms and cc'd internship coordinator.
4. An architecture firm contacted me asking for an intern. We had 5 students interested. I recommended this one.

General Advice

- Expect people to ignore your first request. Follow up! Be polite but persistent.
- Consider small firms where you will get the skills and background needed to eventually succeed in your dream job. Often, students get more hands-on experience in smaller businesses.
- When you interview, decide if you like the place and the people. The best sponsors are people who are interested in teaching students.
- Be practical. How many periods do you plan to do? What time will you arrive at the site? Will the hours and location work with the schedule that you have?
- Be willing to make sacrifices. If your dream internship is with in engineering and you get an offer from NIST in Gaithersburg, decide which is more important, the internship or the after school activity you wanted to do. It is rare for a student to find the perfect job at the perfect location at the perfect time. Decide which of these factors is most important to you.
- Remember these important Guidelines for Work Sites:
 - Interns must be supervised by a responsible adult who is present while the intern is working. An intern may not be placed at a site with fewer than two adult employees. Students may not be placed in internships specified by law as hazardous. As a general rule, students should not intern at a relative's place of work. (Exceptions to this would include a student working in a lab at NIH that is not affiliated with the lab where the parent works.)
 - Interns may not be employed in a business in a private home unless the business meets the following guidelines: 1) Holds a valid license and conforms to tax laws, 2) Has two or more adult employees who are present during the intern's hours and provide adequate intern supervision, 3) Is incorporated and in an area separate from the residence.

