

# Tipps für die Praktikumssuche - Independent Search

NEU: CIEE postet immer wieder offene Praktikumsstellen auf <http://available-internships.ciee.org/>

Auf <http://www.ciee.org/intern/find/> finden Sie den iCoach von CIEE und folgende Tipps:

Before applying, you'll need to spend some time searching for an internship in your chosen career field. If you haven't started yet, don't wait! The more time you allow for your search, the more successful you will be. The resources in this section will help you get started. You'll find examples of strong U.S. style resumes and cover letters, as well as tips on performing well during your phone or webcam interview.

As you apply for internships you may want to provide the organizations you apply to a copy of the Potential Host Organization letter. This letter explains the J-1 visa, the application process, and the responsibilities of the host organization. We hope this letter helps host organizations feel comfortable with the J-1 visa and increases your chance of being asked to interview.

The CIEE website is just one of the many resources available to internship seekers. We encourage you to contact your local CIEE representative if you need additional assistance or advice. And remember, while there are many resources available to help you along the way, there are none more important than persistence, patience, and a little creativity. Good luck!

## Design Your Ideal Training Position

### Define Your Goals

Before you begin your search, you should think about what you want to accomplish from your training. Although it's important not to limit your options too much, being clear about what you want will help narrow the search.

Here are some questions for you to consider when defining your internship goals:

- Are there specific skills you want to work on, or knowledge you want to acquire?
- Are there specific companies that you would like to work for?
- What kind of organization do you want to train with? Nonprofit or for profit, big corporation or small company, small office or large office? Is the type of organization more important or less important than the training you will receive?
- How long do you want to train for?
- Do you need a paid internship or would you be able to accept an unpaid position? You may want to find out what is typical for your career field.
- Are you looking to work in a particular city or location?
- Do you have specific academic requirements such as needing to gain academic credit?

As your first step, list your goals in order of priority and keep them in mind as you start to explore opportunities. Not only will this help you to find the right opportunity, having clearly defined goals will also impress potential employers during the application process.

## Your Cover Letter and Resume

U.S. companies expect candidates to send a cover letter and an American-style resume. Internship searches are competitive—some companies receive hundreds of cover letters and resumes and may spend only a short time looking at each one. A well-written cover letter and resume will catch their attention and help you make a strong first impression! A good cover letter and resume should convince them to grant you an interview.

Keep in mind that the information below is general in nature. You should do whatever is appropriate for your career field or for the company you are applying to.

## Writing an Effective Cover Letter

The cover letter is your first opportunity to convince a company that you're the perfect candidate! It should contain a short introduction, two or three specific examples of relevant skills and experiences, and a brief closing paragraph requesting a phone or webcam interview. If your cover letter is interesting to read, the hiring manager is more likely to want to learn more about you.

As an international candidate, you should also mention that you're applying for a J-1 Visa through CIEE. Your search for an internship or training position will be more successful if employers know that they're not responsible for your work authorization documents.

Some employers will be unfamiliar with the J-1 Visa, so you can refer the hiring manager or Human Resources representative to the CIEE Host Company website for more information on what it means to host an international intern. Here are some additional tips:

- If possible, find out the name of the specific person who will read your documents. It will be worth the effort. Address your cover letter to that person. If you can't find a contact name, address it to "Hiring Manager," or "Human Resources Manager." To increase your chances, make contact with more than one person at each company. Send your materials to both the Human Resources department and to the hiring manager for the position you're interested in.
- Create a well-written standard letter, but **adjust the content for each different position you apply to**. Remember, you are trying to convince them that you are the perfect candidate for that position, and every position is different.
- When highlighting relevant skills and experiences, be as specific as possible, and use examples that highlight those skills. Tell the reader about a project you worked on or a process you improved. If teamwork is one of your strengths, tell them why. Give a specific example of how you have solved problems.

## Writing an Effective Resume

A resume details a candidate's professional experience, qualifications, relevant skills, and educational background. The format and content of an American-style resume differs considerably from C.V. formats used in many other countries. The U.S. resume is typically shorter and includes general academic information, rather than the specific details often included in a CV.

Although formatting and structure can differ from one resume to another, following these basic guidelines will make sure your resume meets employers' expectations and catches their attention:

- Make it as short as possible while still being clear. Choose your words carefully and be specific. What did you do? What skills did you develop? What problems did you solve?
- When listing your education and experience, start with the most recent and work backwards.
- Carefully consider the formatting. Be sure to organize the information logically, and use a visually pleasing font and size.
- Do not include graphics, photographs, or icons unless specifically requested.
- Leave out personal information like your age or marital status.
- If possible, use page size 8.5 x 11 inches. If you have A4 sized documents, reformat them to make it easier for the employer.
- Keep it short—your cover letter and resume should ideally be no more than one page each.
- For most companies, emailing your resume and cover letter is appropriate, but sending a paper copy as well is a good way to stand out from the crowd.
- Give your files logical names. Companies receive hundreds of email attachments named "resume" and "cover letter." Use a clear combination of your name, the words "cover letter" or "resume," and the date. For example: "**AMartinCoverLetter2010.**"
- Unless a company states otherwise, send your documents as PDF files. This will ensure that they are viewed as you intended.
- In addition to attaching the files, paste the text into the body of the email to give the recipient another option for reading them.
- Be clear about how and when you can be reached, and make it as easy as possible for employers to contact you if they are interested.

You will find sample cover letters and resumes on: <https://www.ciee.org/intern/find/resume.aspx>

## Finding Internship Opportunities

When it comes to finding your ideal position, a little determination goes a long way. There are several places to look for internship opportunities with U.S. companies. Make a plan that includes exploring all the options available and stay open-minded. Every internship opportunity has something to offer. Begin your search as early as possible to ensure that you have enough time to find, be offered, and accept your internship.

Below is a list of options and resources available to internship seekers. This is not a complete list, and as you conduct your search, you may uncover additional ways to find your opportunity.

### Career Help Centers

Pay a visit to your university Career Center, public career service centers in your area, or a U.S. Educational Advising Center (often times located at the U.S. Embassy). In addition to internship and training program listings, the resources offered at these centers often include career counselors who may be able to point you in the right direction.

### Your CIEE Representative

Discuss options and ideas with your CIEE representative. They have resources and knowledge that you cannot find elsewhere. They can also let you know about any specific resources available from CIEE, including select internship placement opportunities (not available in all countries).

### Search Online Listings

There are many online job boards and employment search engines. Some of these specialize in internship opportunities, and some list general employment opportunities. When using these, you will need to use keywords like “intern”, “internship”, or “trainee” to find the types of opportunities you are looking for.

### Use Your Network

If you have personal or professional contacts, don't be afraid to use them to get leads or recommendations. Networking is an excellent (and important) way to learn more about companies that specialize in your field, to secure an informational interview, or to develop relationships with people who can help you find what you're looking for.

### Online Social Networking

Once you have identified companies that interest you, you might want to start following them on Social Networking sites such as Facebook, Twitter, and LinkedIn. Also, it's a good idea to remember that companies will look at your Social Network pages when considering your application, so be careful with your settings and remember to keep it professional!

### Go Directly to Companies that Interest You

Visiting the websites of companies that interest you may uncover opportunities that are not listed elsewhere. Some companies that host international Interns never post openings on job boards, while businesses that have never hosted an international Intern may be open to doing it.

Here are a few tips:

- If you don't already have a list of companies to contact, make one by searching the Internet, newspapers, and magazines.
- Check company websites for available internship or training positions.
- If no openings are listed, don't be discouraged! Find out the names of the Human Resources Manager and/or the hiring manager, and contact them to ask about whether opportunities exist.
- After you've sent your resume and cover letter, make contact again a week later. Explain that you're still interested in speaking with them about possible internships or training positions. It's ok to politely make contact with them several times.
- Stay positive and keep trying. Some employers will never return your email or phone call. Others will send you a standard letter saying “no thanks.” But, the more companies you contact, the better your chances will be.
- Follow up! If you are not successful immediately, don't give up. Hiring managers want to know that you're motivated and eager to be part of their team. While it's never a good idea to be aggressive or pushy, it's reasonable to make contact more than once.
- Keep track of emails you've sent and calls you've made. You never know when a hiring manager will get back to you, so make sure you know who they are and when you last contacted them.

## Important Tips

- Check your spelling and grammar. If you are not a native English speaker, you may also choose to have a skilled English speaker review your cover letter for content and clarity.
- **Remember to contact the company after submitting your cover letter and resume.** Send an e-mail to the contact person if you have not heard from them in over two weeks, and remind them that you have submitted materials to them and would still be very interested in pursuing the possibility of a training position with them.
- Don't make your cover letter too long. It should be kept to three paragraphs, and should not be more than one page in length. The biggest challenge in cover letter writing is drafting a document that is both readable and comprehensive, within a very restricted space.
- Your contact information should always follow the salutation portion of the cover letter.

On <http://www.wikihow.com/Write-an-Email-Asking-for-an-Internship> you will also find many useful tips.

## Internet Guide

- [www.careerbuilder.com](http://www.careerbuilder.com)
- [www.careerrookie.com](http://www.careerrookie.com)
- [chegg.com/app/internships](http://chegg.com/app/internships)
- [collegegrad.com/internships](http://collegegrad.com/internships)
- [www.experience.com](http://www.experience.com)
- [www.idealists.org](http://www.idealists.org) - non profit
- [www.ihipo.com/Internships](http://www.ihipo.com/Internships)
- [www.indeed.com](http://www.indeed.com)
- [www.internjobs.com](http://www.internjobs.com)
- [www.internshipprograms.com](http://www.internshipprograms.com)
- [www.internqueen.com](http://www.internqueen.com)
- [www.internzoo.com](http://www.internzoo.com)
- [www.linkedin.com](http://www.linkedin.com)
- [www.looksharp.com](http://www.looksharp.com)
- [www.mediabistro.com](http://www.mediabistro.com)
- [www.monster.com](http://www.monster.com)
- [www.quintcareers.com](http://www.quintcareers.com)
- [www.simplyhired.com](http://www.simplyhired.com)
- [www.vault.com](http://www.vault.com)

## Job Skills Checklist

The purpose of this skills inventory is to help you to be able to come up with different skills that you may be having a hard time thinking of yourself.

**How to use the Skills Inventory:** The following is a sample list of skills found in a cross section of careers. Circle every skill that applies to you. Jot down examples of situations in your working life that demonstrate this skill. Then try to incorporate these skills into your resume and/or cover letter. Good Luck!

administering programs	planning agendas/meetings	updating files
advising people	planning organizational needs	setting up demonstrations
analyzing data	predicting futures	sketching charts or diagrams
assembling apparatus	drafting reports	writing reports
auditing financial reports	organizing tasks	writing for publication
budgeting expenses	prioritizing work	expressing feelings
calculating numerical data	creating new ideas	checking for accuracy
finding information	meeting people	classifying records
handling complaints	evaluating programs	coaching individuals
handling detail work	editing work	collecting money
imagining new solutions	tolerating interruptions	compiling statistics
interpreting languages	confronting other people	inventing new ideas
dispensing information	constructing buildings	proposing ideas
adapting to new procedures	coping with deadlines	investigating problems
negotiating/arbitrating conflicts	promoting events	locating missing information
speaking to the public	raising funds	dramatizing ideas
writing letters/papers/proposals	questioning others	estimating physical space
reading volumes of material	being thorough	organizing files
remembering information	coordinating schedules/times	managing people
interviewing prospective employees	running meetings	selling products
listening to others	supervising employees	teaching/instructing/training individuals
relating to the public	enduring long hours	inspecting physical objects
entertaining people	displaying artistic ideas	distributing products
deciding uses of money	managing an organization	delegating responsibility
measuring boundaries	serving individuals	mediating between people
counseling/consulting people	motivating others	persuading others
operating equipment	reporting information	summarizing information
supporting others	encouraging others	delegating responsibilities
creating meaningful work	defining a problem	comparing results
screening telephone calls	maintaining accurate records	skillfully applying professional knowledge
collaborating ideas	administering medication	recommending ideas
overseeing operations	motivating others	generating accounts
teaching/instructing/training individuals	thinking in a logical manner	making decisions
becoming actively involved	defining performance standards	resolving conflicts
analyzing problems	recommending courses of action	selling ideas
preparing written communications	conducting interviews	providing customers with services
taking independent action	conducting meetings	setting priorities
setting work/committee goals	developing plans for projects	gathering information
taking personal responsibility	thinking of creative ideas	providing discipline when necessary
maintaining a high level of activity	enforcing rules and regulations	meeting new people
developing a climate of enthusiasm, teamwork, and cooperation	interacting with people at different levels	picking out important information

## Example Cover Letter

Your Name  
Your Address

(Month, Day, Year)

Ms. Helen Jones  
Manager of Recruitment (contact's title)  
Marketing Northwest Co. (company name)  
12 E. Burnside Avenue  
Boston, Massachusetts 02116

Dear Ms. Jones,

I am writing to explore the possibility of participating in a practical training program at your organization. As a student from the U.K. pursuing a degree in Export Marketing at the University of Winchester, I am required by my university to spend up to twelve months training with a US company. Undertaking such a placement with your company would prove an invaluable experience, both professionally and personally.

In regards to my legal eligibility to train with your organization, I would be participating in CIEE's Trainee Program. As my sponsor, CIEE is authorized by the US government to issue the necessary documentation for me to obtain a J-1 visa, which allows me to train legally in the US. As part of the program CIEE will also provide me with health and travel insurance.

As my enclosed resume indicates, my studies and work experience revolve around the administration of marketing function within organizations, in addition to strategic planning and implementing marketing plans within a public spectrum. I have researched Marketing Northwest Co. and feel that my professional skills will be of benefit to your operations, particularly the international shipping aspect of your business. I am focused, enthusiastic about learning, and would like to learn more about marketing in the US, in order to expand my global understanding of marketing and its impact on consumers, both in the US, and abroad.

I strongly believe that my studies, experience, and personal skills would allow me to excel in a training position at your company. Thank you for your time and consideration, and I look forward to hearing from you in the near future. I can best be contacted at (phone number) or via email at (email address).

Sincerely,  
  
Signature  
  
Your Name

You will find more examples of good cover letters and resumes on  
<http://www.ciee.org/intern/find/resume.aspx>

## Example Resume

### Firstname Surname

**Address** Heimgasse 7, 8020 Graz, Austria  
**Phone** +43 6.....  
**Email** [xxx@gmail.com](mailto:xxx@gmail.com)  
**Skype** namexx

#### Objective

---

Accomplished business graduate seeking a challenging position in Business Management (1-2 Sätze)

#### Education

---

Oct 2016 - present      **Graz University, Graz, Austria**  
**Bachelor program in Business Administration**  
Expected graduation: June 2019  
Special focus: International Finance

2011 – 2016              **Secondary College for Business Administration, Graz**  
Degree: VET diploma

#### Professional Experience

---

06/30 – 08/31/2015      **XXXX, Vienna, Austria**  
Accounting intern  
Forwarded calls and incoming mail to the appropriate departments  
Prepared records for the accounting department  
Assisted in various administrative tasks

#### Skills

---

**German**                  native language  
**English**                  fluent  
**French**                   intermediate  
**Italian**                   basics

**IT**                              Microsoft Office

#### Interests

---

**Sports**                      volley ball, swimming, skiing  
**Music**                        piano, guitar  
**Travel**                        French language school, one month in Paris (2012)  
several weeks in Toronto (Canada) and Rome (Italy)  
**Interests**                      literature, painting, music, cinema, museums, modern art, theatre