



DEPARTMENT OF FINANCE, INSURANCE AND LAW

Illinois State University

TIPS FOR OBTAINING A FINANCE INTERNSHIP

- Listed below is some information that has proven helpful to students searching for internships in the past:
- Start your search for an internship “EARLY.” The earlier you start the greater the probability of obtaining an internship.
- Seek help from your friends and family.
- Attend the internship fair.
- Go to senior day and ask the firms recruiting if they have an internship program. If they have an internship program, ask how you should proceed to get an internship. Ask for the name of the person you should contact.
- Consult e-recruiting websites. Get a list of firms and contacts to explore if they offer internships.
- Look at the local telephone book’s yellow pages for a list of local financial firms. Cold-call firms and find out who you should contact about internship opportunities.
- Prepare a letter of introduction indicating your desire for an internship. In it, spell out your qualifications, unique skills, and personal interests. Send it or take it directly to firms.
- Dress professionally and actually call on firms. Try to get an on-the-spot initial interview with someone that might be helpful to you. Give them your letter of introduction and contact information.
- While students prefer paid internships it may be easier to find a non-paid internship. Non-paid internship experiences may be better because the employer will not be inclined to assign routine and low skill tasks in order to justify the added salary expense.
- It is helpful for students to offer to do special projects. Many companies have a project they need to accomplish but not the time and personnel to do it. Be sure to state your special skills, like computer knowledge or basic financial analysis.
- Ask your finance professors if they have any suggestions regarding an internship or any contacts for you to use.
- Do not limit yourself to looking for internships at financial institutions. Many other types of businesses have financial applications that would be good as an internship experience.
- Try not-for-profit or volunteer organizations. They may have a financial application or problem for you to help with. Offer to do the internship without pay.