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## Nonprofit Leadership and Philanthropy Certificate

# Internship Guide

This guide is designed to assist you in preparing for and securing an internship. As a student enrolled in the Nonprofit Leadership and Philanthropy Certificate, you are required to complete course JMC:3700 Field Experience, but you should also consider participating in internships and volunteerism throughout your academic career. Please set aside some time to review all of these resources. If you need further assistance you can always reach out to your NLP certificate advisor.

**Step 1:** Spend some time reading through this guide and touring the pages that are linked throughout.

**Step 2:** Visit the Pomerantz Career Center [career communities page](#) to select an advisor that best aligns with your career interests (each community page lists the career advisors that are available and a link to schedule an appointment). This affords you more options about who can be helpful if you want to plan for an internship that aligns with both a nonprofit organization and your interest in a specific area. If you're not sure which career community to choose, select [Helping & Counseling](#) and you will get great assistance with your internship planning.

### **JMC:3700 Field Experience**

The Field Experience course is a requirement of the Nonprofit Leadership and Philanthropy Certificate. All of the information about JMC:3700 can be found on the [About JMC:3700 Field Experience](#) page of the NLP website. The 3 s.h. course is required and can be taken during the fall, spring, or summer semester. This course requires students to complete a minimum 135 contact hour paid or unpaid internship with a nonprofit organization. The course is designed to provide students with the opportunity to explore career interests while applying knowledge and skills learned in the classroom in a professional work setting.

### **Career Guide**

The [Pomerantz Career Center's Career Guide](#) has a lot of useful information and resources for internship planning. The guide includes tips on writing resumes and cover letters, compiling an online portfolio, interview tips and practice ideas, networking, and more.

## **Pomerantz Career Center**

The Pomerantz Career Center is a great resource for all of your internship questions. Their [website](#) is full of resources and information. The following pages on the Pomerantz website are useful for students pursuing an internship.

### [Resume](#)

Resumes are usually required when applying for any kind of internship. They capture all of your relevant experiences, so you want your resume to be the best representation of you on paper! Your resume is always a work in progress! And once you create one resume, it's easy to tailor it to each specific internship you apply for.

Some tips for creating a great resume include creating your own format, keeping it to one page, using bullet points, and double checking all grammar and punctuation.

Resume Resources

[How to Create a Nonprofit Resume \(with templates and examples\)](#)

[Top 350 resume Action Words: Power Words for Your Resume](#)

### [Cover Letter](#)

Cover Letters often accompany your resume when applying for any kind of internship. If you think of your resume as offering a quick snapshot of who you are, your cover letter provides the opportunity to expand upon your experiences and connect your specific skills and knowledge to the position. As you detail your most related experiences, don't simply repeat the bullet points on your resume. Instead, focus on the takeaway of your experiences - as a result of a particular experience, what new skills did you develop and what new knowledge did you gain? How does this connect to what the position is calling for? Like your resume, once you write one cover letter, it's easy to tailor it to each specific internship you apply for.

### [Preparing for an Internship](#)

It's never too early to start looking for an internship. A great place to start is identifying your motivations, goals, and priorities in finding an internship. Why do you want an internship? What do you want to gain from an internship? How important is compensation?

It's also important to research industries, occupations, and organizations. Because you're enrolled in NLP, you'll want to look at internships in the nonprofit sector. There are many types of organizations and types of positions within those organizations, so spend some time figuring out what exactly you're looking for.

Finally, it's important to understand what makes a good internship. Consider duties, expectations, pay, supervision, and structure.

### [Finding an Internship](#)

In addition to the [NLP Internships & Careers page](#) that lists several opportunities, there are tons of places to look for an internship. [Handshake](#) is the University of Iowa's primary online recruiting system. Other search resources for nonprofit positions include [LinkedIn](#), [Idealist](#), and [Internships.com](#).

It's also possible to create your own opportunity. If you have a specific organization in mind or have a contact within an organization you're interested, reach out and express your interest.

### [\*Mock Interviews\*](#)

Practice is always recommended when it comes to interviewing. After practicing several times, you will become more confident before the interview for the internship.

The Pomerantz Career Center offers mock interview opportunities, so we highly recommend looking into those opportunities and signing up.

### [\*The Basics of Networking\*](#)

Making connections with people and developing mutually beneficial relationships can be beneficial to you throughout your career. It's a great way to gather and exchange information with your network and even ask for help and advice without feeling like your imposing. Networking is important because it increases your visibility and can even provide future career opportunities.

To prepare, think of people you already know who could help. Participate in any opportunities that will introduce you to good connections for your network. Attend conferences, participate in career fairs, and keep in touch with people you interview with. Professors and previous bosses can also be good resources.

And be sure you come up with an elevator pitch! Elevator pitches are a quick way to sell yourself when making introductions to strangers. An elevator pitch sets the stage for why someone would be interested in learning more about you. It can be used in a variety of settings including conferences, career fairs, grad school visits, social visits, and more.