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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 Nonprofit Internship, 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 Nonprofit Internship

The Nonprofit Internship 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 Nonprofit Internship](#) 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. *Internship Scholarships may be available. Contact the NLP Advisor.*

### NLP Student Resources

1. Visit the [Internships & Careers](#) page on the NLP website.
2. Email [jenifer-vick@uiowa.edu](mailto:jenifer-vick@uiowa.edu) to express your interest in securing an internship and request any updated resources she may have available.

## **Pomerantz Career Center**

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

### **Finding Your Internship**

Here's a streamlined summary of the Pomerantz Career Center "Finding Your Internship" page:

#### **Tips to Find an Internship**

- **Online resources:** Use Handshake (free for UI students), LinkedIn, Internships.com, Idealist, plus resources from Career Community pages.
- **Inside info:** Read Handshake reviews, do informational interviews with past interns or peers, ask questions at events, and consider fee-based programs like The Washington Center or Internships Abroad.
- **Networking:** Polish your intro, attend career fairs/info sessions, leverage campus/family connections, use LinkedIn, and email introductions when roles aren't posted.
- **Ask for help:** Talk with former interns, schedule career coaching, visit Peer Career Advisor hours, do mock interviews, or enroll in structured courses (e.g., CCP:2004).

#### **Additional Topics**

- Creating Your Own Internship
- Evaluating Internship Offers
- Additional Safety & Support
- Contacts & Further Resources
  - *Sherry Rhinehart*, Senior Specialist – Employer Engagement & Experiential Education
  - *Jennifer Noyce*, Associate Director – Experiential Education
  - Explore campus experience programs via UI Engage, or gain experience through volunteer work or other campus opportunities.

### **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.

### **How to Create a Nonprofit Resume**

It's important to craft a detailed resume highlighting your interest in the nonprofit industry. A nonprofit resume helps highlight your education, skills and overall qualifications in the nonprofit sector. It showcases your experiences working for nonprofits and provides employers with insight into the relevant skills you have in the industry. Resumes often feature important keywords from the job description. For example, they might highlight your experience engaging

in community outreach, research, grant writing, volunteer work or other activities relevant to the field.

### 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.

**Writing a cover letter when you lack direct experience** in the duties and responsibilities listed in a job description requires a strategic approach. While you may not have specific experience in those areas, you can highlight your transferable skills, accomplishments, and your ability to quickly learn and adapt. Here's a step-by-step guide to help you craft an effective cover letter:

- *Express enthusiasm:* Convey your genuine interest in the position and the organization. Explain why you are excited about the opportunity and how it aligns with your long-term career goals. Highlight any relevant knowledge or passion you have for the mission.
- *Transferable skills:* Focus on your transferable skills that are relevant to the job. These are skills you've acquired in previous roles or experiences that can be applied to the position you're applying for. For example, if the job requires strong communication and problem-solving skills, mention how you've effectively communicated and solved problems in other situations.
- *Highlight achievements:* Share specific accomplishments that demonstrate your abilities and achievements in related areas. Emphasize your achievements that showcase your adaptability, quick learning, or ability to succeed in unfamiliar situations. This can be from previous jobs, courses, internships, volunteer work, or even personal projects.
- *Relevance to the role:* Connect your transferable skills and achievements to the specific requirements of the job. Analyze the job description carefully, identify the core competencies sought, and explain how your skills and achievements make you well-suited for the role. Use examples to illustrate your points.
- *Learning ability:* Acknowledge that you may lack direct experience but emphasize your willingness and ability to learn quickly. Mention your track record of quickly grasping new concepts and technologies. Demonstrate your commitment to ongoing learning and professional development.

- *Cultural fit*: Highlight your alignment with the organization's values and culture. Research the organization's mission, values, and culture, and explain how your own values and work ethic align with theirs. This shows your potential to integrate well into their team.
- *Conclusion*: Summarize your interest in the position and express your eagerness to discuss your potential contributions further. Thank the reader for considering your application and provide your contact information.
- *Proofread and edit*: Before submitting your cover letter, thoroughly proofread it to ensure there are no errors in grammar, spelling, or punctuation. Make sure it is concise, clear, and well-structured.

Remember, a cover letter is your opportunity to showcase your skills, enthusiasm, and potential value to the employer. While lacking direct experience may seem like a disadvantage, focusing on your transferable skills, achievements, and learning ability can still make you a strong candidate.

### [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.

### [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 you're 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.