

DIETRICH COLLEGE

# INTERNSHIP *INSIDER*

2016 - 2017 EDITION



Carnegie Mellon University  
Dietrich College of Humanities  
and Social Sciences



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## About this Publication

**The Dietrich College Internship Insider** provides helpful advice from Dietrich College students in identifying, applying for and participating in a wide range of internships. We hope their stories inspire your own personal internship exploration.

Make an appointment with your academic adviser and career consultant to learn more about internship opportunities.

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# Smithsonian Discovery Theater

Washington, D.C. | [discoverytheater.org](http://discoverytheater.org)



## **BRIAN BIZIER, BHA '19** **BHA: DRAMATURGY / CREATIVE WRITING**

Discovery Theater Intern, Summer 2016  
Hometown: Leonardtown, MD

### **What skills do you have that gave you an advantage in securing this internship?**

My writing abilities, relevant coursework, availability and background in theater all helped me get my internship.

### **What are the steps you took to land your internship?**

I saw the posting on TartanTrak and applied. I was looking for a theater internship in Washington; the fact that it was affiliated with the Smithsonian was a bonus. I got résumé advice and letters of recommendation from professors. About a week after I applied, I had a phone interview with my supervisor. Soon after I was offered the job.

### **What did you do as an intern at the Smithsonian Discovery Theater?**

Drafting copy for marketing purposes; editing and archiving documents, primarily scripts; assisting with theater administration; assisting with house management during theater programming; supporting grant writers; managing auditions, including contacting artists; assisting with theater maintenance; and operating the board during theater programming.

### **What did you enjoy about your internship?**

I got to meet multiple D.C.-area theater professionals. I got to experience firsthand how a small, self-funded theater runs. I was trusted with a large amount of responsibility. I saw the Smithsonian museums without waiting through lines.

### **What was challenging about your internship?**

Washington's public transit famously experienced multiple delays over the summer, which made my commute difficult.

## **INSIDER TIPS**

**Applied by:** February

**Accepted by:** March

Writing skills are crucial. It is also important for you to be able to meet deadlines, navigate the city and handle multiple tasks simultaneously.

## **NEED TO KNOW**

Unpaid

Received a Dietrich College Summer Internship Opportunity Grant

# The Boston Consulting Group

Boston, MA | [www.bcg.com](http://www.bcg.com)



## ZACHARIAS DEJENE, DC '19 INFORMATION SYSTEMS

Data Analyst Intern for the Global Marketing Team, Summer 2016  
Hometown: Manalapan, NJ

### What skills do you have that gave you an advantage in securing this internship?

I believe it was my character, past experiences and overall charisma that gave me an advantage in securing an internship after my freshman year of college. The doors that were opened simply by interacting with people and creating genuine relationships were key.

### What are the steps you took to land your internship?

I attended the 18th annual Harvard African Business Conference and networked. I really connected well with one of the representatives for The Young African MBAs organization, and she connected me with a recruiter for the Boston Consulting Group (BCG).

### What did you do as an intern at The Boston Consulting Group?

I was tasked with projects while working alongside the global marketing team. I read through quarterly reports and highlighted discrepancies. I used Google Analytics and site pages to collect data and find trends that were sent to executives who made decisions for improvement based on that information.

### What did you enjoy about your internship?

My teammates each brought incredible experiences to the table and I will always remember the memories that were made during the summer working for the BCG.

### What was challenging about your internship?

It was challenging for me to get more involved in bigger projects, but eventually I was able to prove myself. CMU has taught me how to work efficiently, and that is something that truly impressed my supervisors.

## INSIDER TIPS

**Applied by:** March

**Accepted by:** April

Recruiters know CMU and the quality of students that come out of our university. It is up to us to show that we are able to make connections at a personal level as well as work remarkably hard. From what I've seen, it appears that companies value individuals who fit into their work culture more than those who just get their work done without interacting with their team or office. The most valuable tool is people skills.

## NEED TO KNOW

Paid Internship



## **CHARLOTTE TOWNSEND, DC '17** **ECONOMICS / PSYCHOLOGY**

Advisory Intern, Cyber Risk, Summer 2016  
Hometown: Princeton, NJ

### **What skills do you have that gave you an advantage in securing this internship?**

I had basic knowledge of statistic programs such as SPSS, MATLAB, R and Python. I also have strong interpersonal skills.

### **What are the steps you took to land your internship?**

A friend who had previously worked at the company passed along my résumé to a recruiter and I completed an online application. I was then contacted to schedule my first round of interviews to be conducted in the Cohon University Center.

### **What did you do as an intern at Deloitte?**

My responsibilities included assisting a team of analysts on current client and non-client specific engagements. This included collecting and analyzing client data and presenting other deliverables.

### **What did you enjoy about your internship?**

I greatly enjoyed the company culture and the countless opportunities to network within the firm.

### **What was challenging about your internship?**

What I found most challenging was jumping into ongoing engagements and being quickly brought up to speed on the details of those engagements.

## **INSIDER TIPS**

**Applied by:** October

**Accepted by:** October

Go to as many networking events as possible and be sure to attend all of the career fairs. Also, try to get to know recruiters on a more personal level as opposed to just introducing yourself and handing them your résumé.

## **NEED TO KNOW**

Paid Internship

# DreamWorks Animation

Glendale, CA | [www.dreamworksanimation.com](http://www.dreamworksanimation.com)



## SASHA KIRSHON, DC '17 DECISION SCIENCE / PROFESSIONAL WRITING

Consumer Products Hardlines Intern, Summer 2016  
Hometown: West Hartford, CT

### What skills do you have that gave you an advantage in securing this internship?

My background at C-SPAN Broadcasting during the Carnegie Mellon University Washington Semester Program (CMU/WSP) and my research skills were major talking points during my interviews, and my skills in outreach were greatly valued. Curiosity and energy are also hugely important. I cannot stress that enough for the animation field.

### What are the steps you took to land your internship?

I met with CMU's Career and Professional Development Center (CPDC) to adjust my résumé a few times. I utilized a few job search sites—LookSharp was the site that listed my internship—and applied to at least 30 to 40 internships in cities that interested me. All of these positions revolved around marketing, and once DreamWorks reached out to me I underwent three interviews: one over the phone and two over Skype.

### What did you do as an intern at DreamWorks Animation?

I was responsible for running competitive analyses on DreamWork's rival properties and making recommendations on licensees for DreamWorks to contact. This included compiling spreadsheets and presentations on partners that Disney, Nickelodeon and Warner Bros have in food, health, beauty, stationery and party categories.

### What did you enjoy about your internship?

I had the opportunity to enroll in DreamWorks courses on Photoshop, After Effects, Storyboard Pro and a wide range of animation software. I was also given the opportunity to participate in meetings with licensee partners, such as Hallmark, General Mills and CandyRific

### What was challenging about your internship?

In certain categories, isolating white space and opportunities for character integration could be challenging. Thinking on my feet during licensee presentations could also be challenging, but was always a great thrill.

### INSIDER TIPS

**Applied by:** March

**Accepted by:** May

Concerning the animation job market, I've found that professionals are really looking for students who are passionate about the craft, can name movies and characters they love and are always willing to take initiative and step up to accept roles that they have not tried before. Energy and ambition are greatly valued, and one should always come prepared with many questions to ask.

### NEED TO KNOW

Paid Internship

# Plus Consulting

Pittsburgh, PA | [www.plusconsulting.com](http://www.plusconsulting.com)



## **KRISTEN HOFMANN, DC '18** **DECISION SCIENCE / POLICY & MANAGEMENT**

Business Analyst Intern, Summer 2016  
Hometown: Frederick, MD

### **What skills do you have that gave you an advantage in securing this internship?**

I think that the combination of my coursework, interpersonal skills and extracurricular activities gave me an advantage throughout the interview process. I was able to articulate the relevancy of my experience well, and I had already used many of the programs (Microsoft Word, Excel and Visio) central to the demands of the position. Quick tip – Microsoft Office is incredibly important in most fields, so learn the ins and outs now!

### **What are the steps you took to land your internship?**

I found a listing for the internship on CareerBuilder in early May, applied online and received an email later that day. I had an informal phone interview soon after, discussing preliminary qualifications for the position. I met with two individuals on the administrative team later that week for an in-person interview. The whole process was incredibly fast – I was extended an offer the next day!

### **What did you do as an intern at Plus Consulting?**

I ended up working directly under the director of consulting services, creating documents that described established business processes in a format comprehensible to the common user. I also helped with smaller projects ranging from data analysis to client-centered consulting.

### **What did you enjoy about your internship?**

Everyone I worked with was so friendly and genuine, truly treating me like a member of the family. Since it was a Pittsburgh-based firm, I was surrounded by CMU alumni who were always more than willing to share their experiences and practical life lessons. All in all, the work environment was incredibly fun yet intellectually challenging and served as a great transition into consulting.

### **What was challenging about your internship?**

I was consistently asked to think on my feet and put myself out of my comfort zone. Consulting can be challenging in many ways, requiring an ability to learn quickly while communicating efficiently and concisely. Overall, however, I felt prepared to handle the demands of the position based on the skills I've gained at CMU.

### **INSIDER TIPS**

**Applied by:** May

**Accepted by:** May

Be confident in yourself and the skills you've gained throughout your time at CMU. If you walk into an interview prepared to discuss exactly what you can contribute to a company long-term, the position will be yours.

### **NEED TO KNOW**

Unpaid Internship



# Marinus Analytics

Pittsburgh, PA | [marinusanalytics.com](http://marinusanalytics.com)



## **SARAH DUNCAN, DC '17** **LOGIC & COMPUTATION**

Intern, Summer 2016  
Hometown: Brooklyn, NY

### **What skills do you have that gave you an advantage in securing this internship?**

I have a bit of experience in data science from a past internship and extensive programming experience. I also have a vested interest in doing what I can to help people. Combined, this gave me the passion and the means to be useful to the company.

### **What are the steps you took to land your internship?**

I went to a talk about human trafficking because I wanted to learn more. The talk was given by the COO of Marinus Analytics, a company founded at CMU that works to reveal and fight human trafficking. I found it very interesting, so I talked to her after the presentation and made plans to meet for coffee and discuss it further. This led to working a bit during the semester and finally working part time over the summer.

### **What did you do as an intern at Marinus Analytics?**

I work on web development to further data collection. I also help with specific cases that Marinus consults on to put together materials that will be presented to the client.

### **What did you enjoy about your internship?**

The people I work with were inspiring and very nice. They also valued me for what I could do and treated me as part of the team, allowing me to work on serious projects for the company.

### **What was challenging about your internship?**

I learned about new technologies every day. This provided a fun challenge, because I got to broaden my skill set. I also learned more about human trafficking and what is in the works to stop it, but there is that sad element that people are really being subjugated to human trafficking.

### **INSIDER TIPS**

**Applied by:** February

**Accepted by:** March

Be sure to emphasize your interest in the internship and that making a difference is your primary goal!

### **NEED TO KNOW**

Paid Internship

# Barclays

New York, NY | [www.barclays.com](http://www.barclays.com)



## **SHAAN PHAGURA, DC '17** **ECONOMICS AND STATISTICS**

Investment Banking Summer Analyst, Summer 2016  
Hometown: Castro Valley, CA

### **What skills do you have that gave you an advantage in securing this internship?**

My involvement in extracurricular activities in school helped me stand out. My analytical and mathematical skills and knowledge helped me answer difficult questions during interviews.

### **What are the steps you took to land your internship?**

I networked with CMU alumni in the industry at different banks. Then I applied early to all the internships.

### **What did you do as an intern at Barclays?**

I was put on different project and deals for clients with people of every position level in my group. My job was to help them with anything they needed on the deal. For example, updating market data on the presentation slides, helping to build the mergers and acquisitions (M&A) model, or do due diligence on the client.

### **What did you enjoy about your internship?**

I liked being part of client-facing role and working on projects that were important to the success of the company. These projects and deals are changing the landscape of the industry and it felt amazing to be part of the team.

### **What was challenging about your internship?**

The work life is pretty challenging. I worked 15-hour days and then occasionally had to come in on the weekends as well.

### **INSIDER TIPS**

**Applied by:** August

**Accepted by:** October

Network, network, network! Banks don't come to CMU to recruit for investment banking so you have to be very proactive in the process.

### **NEED TO KNOW**

Paid Internship

# Citigroup

New York, NY | [www.citigroup.com](http://www.citigroup.com)



## JOHN HUO, DC '17 ECONOMICS

M&A Investment Banking Summer Analyst, Summer 2016  
Hometown: Wayland, MA

### **What skills do you have that gave you an advantage in securing this internship?**

Through the Tartan Student Fund and the Investment Banking Academy on campus, I was able to learn about accounting, financial modeling and valuation. This helped greatly during my interviews. The Investment Banking Academy also taught me how to properly network with professionals on Wall Street to secure my initial interviews.

### **What are the steps you took to land your internship?**

I interned at Citigroup last summer in the sophomore program, and networked internally within the firm to secure a spot in the M&A investment banking group.

### **What did you do as an intern at Citigroup?**

I assisted my deal teams with due diligence, process handling, creating client presentation materials, financial analysis and modeling.

### **What did you enjoy about your internship?**

I was put on several live deals and got to work directly with the clients. In addition, the analysts within my deal teams were very focused on making sure I learned as much as possible from my experience, and they were always very helpful and open to answering questions.

### **What was challenging about your internship?**

The long hours in investment banking are definitely very real, and you must have a genuine interest in the work to be able to handle spending 80-100 hours a week in the office. The learning curve is also steep at first given how much specialized processes are handled by investment banking deal teams.

## INSIDER TIPS

**Applied by:** August

**Accepted by:** August

If you are interested in a career on Wall Street, join the Investment Banking Academy or Sales & Trading Academy and make an effort to get to know upperclassmen who have successfully obtained similar internships.

## NEED TO KNOW

Paid Internship

# Pittsburgh Penguins

Pittsburgh, PA | [penguins.nhl.com](http://penguins.nhl.com)



## **KELLEN CARLETON, DC '18** **POLICY & MANAGEMENT**

Corporate Sales Intern, Summer 2016  
Hometown: Pittsburgh, PA

### **What skills do you have that gave you an advantage in securing this internship?**

I got some experience in the sports industry last summer with Octagon, a sports agency that supports athletes such as Stephen Curry, Emmitt Smith and Michael Phelps. I had an awesome summer with them last year and got experience in marketing and sales of a personal brand. I wanted to apply those skills to a team, and working for the Pittsburgh Penguins was a dream.

### **What are the steps you took to land your internship?**

I've always wanted to work in the sports industry. I was looking at working for the Pittsburgh Penguins during the fall 2015 semester and saw the posting online. I applied and eventually got the internship for the fall, but my class schedule did not allow for extra hours to be spent interning for the Penguins. I applied again for the summer and got the internship.

### **What did you do as an intern at the Pittsburgh Penguins?**

I assisted the sales and marketing team in securing past partnerships and sponsors and also sought out new partnerships and sponsors for the Penguins 50th Anniversary Season in 2016-2017. I also assisted in game-day operations for the 2016 Stanley Cup Playoffs.

### **What did you enjoy about your internship?**

Working for the Penguins has been a dream come true! I have had both a front-row and behind-the-scenes look at what happens within a professional hockey organization. It's been very interesting to experience how the team deals with clients and manages games, other events and the playoffs. I definitely loved my interaction with the team.

### **What was challenging about your internship?**

Getting integrated with the team was challenging at first. At the time I started, I was kind of thrown into the fire in the middle of the Stanley Cup Playoffs. When I was given a project, I was not given a whole lot of direction. This forced me to be creative and innovative in the way I completed projects. I also tried to complete them as fast as I could without compromising quality.

## **INSIDER TIPS**

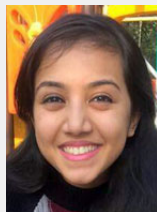
**Applied by:** March

**Accepted by:** April

If you want to work for someone like the Penguins, in this type of industry, you have to do a lot of research and try to find what you want. If you are called for an interview, be extremely passionate about what you would be doing and speak to your strengths. I don't necessarily think that prior experience is necessary, however, it helps. I think my experience last summer was important for me to get this job.

## **NEED TO KNOW**

Unpaid Internship



## **NOSHIN NOVA, DC '17**

### **ECONOMICS AND STATISTICS**

Quantitative Analyst Intern , Summer 2016  
Hometown: Dhaka, Bangladesh

#### **What skills do you have that gave you an advantage in securing this internship?**

The material I learned in CMU classes such as 36-401: Modern Regression gave me a strong advantage in securing this internship. It was very important to communicate what I learned articulately and confidently. Experience with languages such as Python and R was also helpful.

#### **What are the steps you took to land your internship?**

I did a lot of research on the culture and values of various companies in different industries. I liked what I read about PNC and its quantitative internship program, so I learned more about the job and prepared to meet the job requirements for the program.

#### **What did you do as an intern at PNC?**

My responsibilities included analyzing large sets of data, analyzing statistical models specifically for regulatory stress tests such as DFAST and working with Tableau software to create graphs and charts for model analysis.

#### **What did you enjoy about your internship?**

The relationships I built with everyone from fellow interns to executive vice presidents all taught me so much. It was a great learning experience and networking opportunity.

#### **What was challenging about your internship?**

It was hard to be the least qualified person in my team of quants, where everyone had a graduate school degree in either statistics or finance. Even though it was one of the greatest learning experiences that I have had, at times it felt overwhelming and intimidating.

#### **INSIDER TIPS**

**Applied by:** November

**Accepted by:** December

The most important thing is to learn as much about the company as possible and be ready to answer why you chose to apply to the company and to the field in particular. It is also important to familiarize yourself with the job description and know what is expected from you. Prepare yourself to meet the requirements in the job description and talk about everything that is on your résumé.

#### **NEED TO KNOW**

Paid Internship

# D.C. Public Schools

Washington, D.C. | [dcps.dc.gov](http://dcps.dc.gov)



## LILIAN CHIN, DC '17

### STATISTICS / INTERNATIONAL RELATIONS AND POLITICS

Urban Education Leaders Internship Program, Summer 2016  
Hometown: Pleasanton, CA

#### **What skills do you have that gave you an advantage in securing this internship?**

I was thoughtful in my cover letter and did research on the organization so that I could have a memorable interview.

#### **What are the steps you took to land your internship?**

I did a lot of online searching at government agencies and emailing organizations that interested me. I also asked professors for help.

#### **What did you do as an intern at the DC Public Schools?**

My responsibilities included supporting my team in launching a new teacher evaluation system and helping out with the logistics of new principal orientation, an event to help new D.C. Public Schools (DCPS) principals get situated within DCPS and provide them with resources. These included troubleshooting the online platform used to train new school leaders about the new rubric and formatting necessary documents.

#### **What did you enjoy about your internship?**

I enjoyed being surrounded in a work environment and learning more about how local policy looks in practice. I also enjoyed learning specifically about education policy and the challenges an urban school district brings.

#### **What was challenging about your internship?**

It was challenging being consistently and professionally ready all the time within a work setting. It was also challenging being delegated tasks that were not necessarily my strengths but needed to be done.

#### **INSIDER TIPS**

**Applied by:** March

**Accepted by:** March

This organization has a self-explanatory online application so be sure to be on the lookout during the spring semester. Have a thoughtful cover letter and be prepared for your phone interview because what you mention in the phone interview will likely impact what office you are placed in within the organization.

#### **NEED TO KNOW**

Unpaid Internship

Friedman Fellowship

# Embassy of Mexico

Washington, D.C. | [embamex2.sre.gob.mx/eua/index.php/es](http://embamex2.sre.gob.mx/eua/index.php/es)



## ANDREW FERBER, DC '18 ECONOMICS

International Trade Analyst, Summer 2016  
Hometown: Danville, CA

### What skills do you have that gave you an advantage in securing this internship?

Charisma! I found that the best way to impress people is to be charismatic in your approach, upbeat in conversation and knowledgeable about the topic of interest.

### What are the steps you took to land your internship?

Beyond searching through CMU's resources, I decided to reach out to friends of my parents who I have known through the years. I asked them if they could help me grow my network as I searched for a summer internship. From there I was put in contact with someone at the Mexican Embassy and I was able to land the internship.

### What did you do as an intern at the Mexican Embassy?

I was responsible for analyzing trade between the United States and Mexico. The analysis was broken down by sector or industry, by state and, ultimately, the effects of free trade agreements like NAFTA or TPP.

### What did you enjoy about your internship?

Interning in Washington, D.C. was very cool. I felt that I was doing meaningful work. There were also numerous opportunities to attend conferences and hear senators and political figures speak.

### What was challenging about your internship?

I don't speak Spanish! While everyone in the office speaks English, the primary language spoken in the office was Spanish, so that was tough. Additionally, I was doing analysis I have never done before so there was definitely a learning curve.

## INSIDER TIPS

**Applied by:** February

**Accepted by:** March

Don't be discouraged if you fail initially. There is an internship out there for everyone. I was watching my peers wrap up internship searches during the fall and became worried. I came to realize that while the internship applications that are available in the fall are popular amongst CMU students, there are *tons* of internships available post-winter break. I actually had a few offers before I finally decided.

## NEED TO KNOW

Unpaid Internship

Dietrich College  
Summer Internship  
Opportunity Grant

# Mothership Strategies

Washington, D.C. | [www.mothershipstrategies.com](http://www.mothershipstrategies.com)



## **SAHANA THIRUMAZHUSAI, DC '19** **INTERNATIONAL RELATIONS AND POLITICS**

Summer Intern, Summer 2016  
Hometown: Herndon, VA

### **What skills do you have that gave you an advantage in securing this internship?**

Having previous experience on a political campaign gave me an advantage because it showed that I had a continuous interest in politics. This field is high energy and fast paced, and knowing that I could handle that environment made me a more attractive candidate.

### **What are the steps you took to land your internship?**

I had a list of the types of jobs I was interested in working after college. I looked for internships that would help me learn more about those fields and gain experience.

### **What did you do as an intern at Mothership Strategies?**

I was involved in the entire email strategy process. My responsibilities ranged all the way from coming up with ideas for content all the way to hitting "send." I was even able to fill in for a strategist for a week and take charge of a client.

### **What did you enjoy about your internship?**

From the beginning, they let me be a part of everything and learn about each part of the process. Getting hands-on instruction was incredibly helpful. It was also great that the partners were very involved in the day-to-day work and available to answer questions. The presidential election also made it a very exciting time to be working in this field.

### **What was challenging about your internship?**

It was a very eventful summer. The nature of this job is that everything that happens in Congress and in the election impacts our work. We had to be ready to adapt at any moment, and it was very taxing, but also rewarding.

### **INSIDER TIPS**

**Applied by:** May

**Accepted by:** May

Understanding the history and mission of the company is incredibly important. I did a lot of research on the clients and the founding of the company going into my interview. This helped me explain in detail why I was a good fit for them specifically.

### **NEED TO KNOW**

Unpaid Internship



# Representative Keith Rothfus

(D-PA District 12)

Washington, D.C. | [rothfus.house.gov](http://rothfus.house.gov)



## CAMERON DIVELY, DC '18

### ETHICS, HISTORY & PUBLIC POLICY

Congressional Intern, Summer 2016

Hometown: Pittsburgh, PA

#### What skills do you have that gave you an advantage in securing this internship?

The ability to easily converse with strangers, to be able to think critically and to be competent across a wide variety of tasks gave me an advantage. The duties of the internship are myriad, and being able to adjust and succeed at new tasks is critical.

#### What are the steps you took to land your internship?

I applied for a Fulton Fellowship, a program that was brought to my attention by Associate Dean Devine. This required obtaining letters of recommendation from City Councilman Gilman and my professors. Once I was awarded the fellowship, locating an internship was handled for me, and I was placed in the office of my hometown congressman, Rep. Keith Rothfus.

#### What did you do as an intern at the office of Representative Keith Rothfus?

I answered phones, collected data from constituents, wrote bill status updates, summaries and memos, accompanied the congressman to various functions and give constituents tours of the Capitol.

#### What did you enjoy about your internship?

The work was interesting, the atmosphere was incredible – I got to spend my work day surrounded by the men and women who create our nation's laws! The camaraderie within the office was fantastic. The staffers I worked with were very passionate about their work, but also fun and pleasant to be around.

#### What was challenging about your internship?

The constituent callers can be difficult to handle. I could receive up to 60 calls in one day and some callers could be very angry, ill-informed, or downright hostile. Being able to have a meaningful interaction with such people, and to maintain their trust in the office, can be a very difficult task.

#### INSIDER TIPS

**Applied by:** February

**Accepted by:** February

Don't be afraid to apply, especially with lesser-known congressmen or congressmen not in your state. Thousands of interns are needed, and offices will almost always employ at least one individual who comes from out of state.

#### NEED TO KNOW

Unpaid Internship

Fulton and Gow  
Fellowship

# Representative Sandy Levin

(D-MI District 9)

Washington, D.C. | [levin.house.gov](http://levin.house.gov)



## SINEAD FOLEY, DC '18

**INTERNATIONAL RELATIONS AND POLITICS /  
CREATIVE WRITING**

Intern, Summer 2016

Hometown: Washington, D.C.

### **What skills do you have that gave you an advantage in securing this internship?**

For me landing this internship was all about writing. Having strong writing samples and experience writing for the school newspaper was a big plus.

### **What are the steps you took to land your internship?**

The internship application process started with submitting an online application, writing samples and a recent résumé. After the office reviewed applications, candidates were contacted for a phone interview with the internship coordinator.

### **What did you do as an intern at the office of Representative Sandy Levin?**

As an intern, I answered phones, responded to constituent mail and attended congressional briefings and hearings to write up notes for the legislative staff. The most exciting things I did were writing co-sponsorship recommendations and drafting op-eds for the congressman.

### **What did you enjoy about your internship?**

I was really lucky to land an internship in this office. The entire legislative staff, and even the congressman, were willing to take the time to mentor the interns and show us the ropes. I loved learning the ins and outs of Capitol Hill, and my time there completely shifted my understanding of politics.

### **What was challenging about your internship?**

Even though we were all working in politics, navigating office politics for the first time was a surprise. I learned that as important as it is to do your work quickly and well, it's also important to keep your ears and eyes open for what's going on in the office around you.

## **INSIDER TIPS**

**Applied by:** March

**Accepted by:** May

About half of the interns in my office had connections to someone in the office. Don't be afraid to use your personal and alumni networks. Beyond that, confidence is key. One thing I learned on Capitol Hill is that it makes a huge difference if you just look like you belong and know what you're doing.

## **NEED TO KNOW**

Unpaid Internship

Dietrich College  
Internship Grant

# Senator Bob Casey

## (D-PA)

Washington, D.C. | [www.casey.senate.gov](http://www.casey.senate.gov)



### DAVID MATVEY, DC '18

#### INTERNATIONAL RELATIONS AND POLITICS / ETHICS, HISTORY & PUBLIC POLICY

Legislative Intern, Spring 2016

Hometown: Gibsonia, PA

#### What skills do you have that gave you an advantage in securing this internship?

I had no real experience, other than a research position, before my internship. All you need are organizational skills, meaning you get your materials in on time and respond to any emails promptly. After talking to my internship coordinator, she told me my communication skills stood out in my interview, so make sure you can quickly communicate your ideas to another person.

#### What are the steps you took to land your internship?

I thought of what internships would best relate to my interests in legal studies and political science and researched Department of Justice and think tank opportunities. The CMU/WSP program director also assisted me by talking to me about my skills and interests, and pointing me to many internship opportunities in Washington, D.C. that fit those interests.

#### What did you do as an intern at the Office of Senator Bob Casey?

I worked in the finance cluster under a legislative assistant focusing on tax, trade and employment issues. The major task that I undertook was preparing a research report providing legislative solutions for growing corporate inversion practices by U.S. multinationals.

#### What did you enjoy about your internship?

The staff of Senator Casey's office is dedicated and enthusiastic about their work and their interns. This office is unique on Capitol Hill for the attention they pay to interns and making sure that the work you do is important to you and that you get to experience the full range of opportunities in the Senate, from finance hearings to meetings with lobbyists.

#### What was challenging about your internship?

Simply because this was my first internship, it really was a major schedule adjustment. Working and commuting while taking classes is a much different schedule than I ordinarily had at the Pittsburgh campus, so it took some adjustment.

#### INSIDER TIPS

**Applied by:** October

**Accepted by:** November

Senate and House internships are abundant, so it is not hard to find a member of Congress who is looking for help. I do recommend looking in your home state first because it just makes the experience more rewarding.

#### NEED TO KNOW

Unpaid Internship

CMU/WSP

# The White House

## Initiative on Educational Excellence for Hispanics

Washington, D.C. | <http://sites.ed.gov/hispanic-initiative/>



### TIAS SEN, DC '17

#### STATISTICS

Policy Intern, Spring 2016  
Hometown: Charlotte, NC

#### **What skills do you have that gave you an advantage in securing this internship?**

I am a career peer mentor at the CPDC, so I have a lot of training in professional development. This helped me put together a strong application and feel confident during my interview. I also have several prior experiences in education, which allowed me to reference many examples in my application and interview.

#### **What are the steps you took to land your internship?**

I created a spreadsheet to track important information (deadlines, website, application status, etc.) of any interesting internships. I met regularly with my career consultant at the CPDC and the CMU/WSP program director, to fine tune my application documents and interview skills.

#### **What did you do as an intern at the Initiative on Educational Excellence for Hispanics?**

I was in charge of creating a fact sheet on family engagement, working on the Initiative's responsibilities with immigrant integration efforts and managing the Federal Interagency Working Group (FIWG). I also worked on other tasks, such as data entry and phone calls.

#### **What did you enjoy about your internship?**

My favorite part of my internship was managing the FIWG, because the staff at the Initiative entrusted me with this project quite a bit. So much responsibility allowed me opportunities to interact with a variety of people from across the federal government, including the treasurer of the United States! Working on the FIWG also helped me realize the importance of outreach and data in government.

#### **What was challenging about your internship?**

Balancing the workload was the most challenging aspect of my internship because I was working on a variety of projects for different supervisors; I really had to prioritize my work and be efficient, but thorough. The internship really shaped my time management skills in a whole new way because my work window was 9:00 a.m. to 5:00 p.m., unlike college where I can work at any hour of the day.

#### **INSIDER TIPS**

**Applied by:** October

**Accepted by:** October

I think the cover letter is important in securing an interview because it's the one place you can really go into details and share a glimpse of your personal voice on the application. If your cover letter stands out, this can help you get an interview, which is your real opportunity to share about what you will bring to the internship and why you want to do it. Definitely prepare for the interview with a mock interview, research and questions.

#### **NEED TO KNOW**

Unpaid Internship

CMU/WSP

# U.S. Department of Housing & Urban Development

Washington, D.C. | [portal.hud.gov/hudportal/HUD](http://portal.hud.gov/hudportal/HUD)



## MATTHEW SEIFU, DC '17 GLOBAL STUDIES

Real Estate Assessment Center Intern, Summer 2016  
Hometown: Washington, D.C.

### What skills do you have that gave you an advantage in securing this internship?

I utilized contacts from previous internship experiences and the network I've developed. I think my ability to show genuine interest in the work and connect it to my coursework helped as well.

### What are the steps you took to land your internship?

First I applied on usajobs.gov. Next, I emailed my contacts to let them know that I applied for the position.

### What did you do as an intern at US Department of Housing & Urban Development?

I worked within the Real Estate Assessment Center (REAC). Its mission is "...to provide and promote the effective use of accurate, timely and reliable information assessing the condition of HUD's portfolio". Specific to the role, I was involved in the REAC's process improvement of its Enterprise Income Verification (EIV) system.

### What did you enjoy about your internship?

I enjoyed learning about the U.S. HUD and the work done throughout the office. Working in the Real Estate Assessment Center and learning about some of the services provided was eye-opening. I also enjoyed improving my Excel skills.

### What was challenging about your internship?

It was challenging to learn some of the new skills. For instance, I had to work a lot with Excel which I had some experience with but was not advanced.

## INSIDER TIPS

**Applied by:** January

**Accepted by:** March

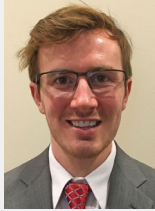
Be sure to apply early and send follow-up emails to notify people that you applied. They receive a ton of applications so try to find a way to stand out. Also try to see if you have any connections (CMU, alumni, friends, past work) that you can utilize.

## NEED TO KNOW

Unpaid Internship

# Americans for Tax Reform

Washington, D.C. | [www.atr.org](http://www.atr.org)



## **BRADY WILSON, DC '17 HISTORY**

Associate, Summer 2016  
Hometown: Columbus, OH

### **What skills do you have that gave you an advantage in securing this internship?**

My internship was very writing intensive. The skills that I have gained from my coursework were crucial in providing writing samples for my application.

### **What are the steps you took to land your internship?**

The position was advertised in the Dietrich College Monday Mailer. I applied and interviewed about three weeks later and was offered the position after another week.

### **What did you do as an intern at Americans for Tax Reform?**

I researched policy and wrote multiple articles a week. I wrote press releases, policy proposals and op-eds and managed two international newsletters. In addition, I performed other tasks that my staffer needed such as editing articles or formatting emails.

### **What did you enjoy about your internship?**

I most enjoyed seeing my research and articles published in newspapers, including being featured on the Drudge Report and published in the Daily Caller.

### **What was challenging about your internship?**

Managing a 40-hour work week while exploring a new city was the most difficult. I loved the history of the city and wanted to explore as much as possible – the biggest challenge was simply making time to do everything that I wanted.

## **INSIDER TIPS**

**Applied by:** February

**Accepted by:** March

Many of the other interns are from Washington, D.C.-area colleges and had a leg up since they could interview in person. To compensate, the interviewer just likes for phone interviews to be conversational with the applicant having a few good questions that show they've looked into the company. Mentioning a recent article or position would help show interest.

## **NEED TO KNOW**

Paid Internship

# Breakthrough Santa Fe

Santa Fe, NM | [breakthroughsantafe.org](http://breakthroughsantafe.org)



## MARIA NAVARRO, DC '18 GLOBAL STUDIES / PROFESSIONAL WRITING

Summer Teaching Fellow, Summer 2016

Hometown: Pittsburgh, PA

### What skills do you have that gave you an advantage in securing this internship?

I had a lot of experience tutoring in a few capacities, such as working as a French tutor in high school, being a career peer mentor at CMU and tutoring for CMU FORGE. The site where I applied also had a very high percentage of Hispanic students, so I think that my abilities as a bilingual Spanish speaker were a huge plus.

### What are the steps you took to land your internship?

The internship offered an early and regular deadline, so I made sure to apply for the early deadline. After sending in my application with a résumé, essay and recommendation, I had to make a sample teaching video. After I passed that round of the application process, I had a phone interview with one of the program's directors, and was later offered the position.

### What did you do as an intern at Breakthrough Santa Fe?

As a high school teacher, I taught four grades of 30+ students, for whom I created lesson plans for ACT science, reading and college prep. I had a group of advisees who I would check in with every day and whose parents I would contact. In addition, I served on the public relations committee for the program and attended all faculty, professional development and department meetings.

### What did you enjoy about your internship?

The teachers and directors I worked with were all incredibly passionate and hardworking people who I loved having as colleagues and friends. The students themselves were also extremely motivated and energetic, making them a pleasure to teach. In addition, the teachers were offered structured feedback and support that allowed us to have a lot of creativity in our lesson plans.

### What was challenging about your internship?

There is a lot of work involved and the hours are very long. Most days required 14 or more hours of work between teaching, meetings, phone calls, lesson plans and grading. The program provided me with teacher training which I had to immediately implement and constantly improve.

## INSIDER TIPS

**Applied by:** March

**Accepted by:** May

Although the internship is a teaching position, you definitely do not have to have experience teaching in order to be accepted; many of the people I worked with did not. Demonstrating passion for learning and your own hobbies is definitely helpful, as teachers are required to create their own electives on anything from Italian to graffiti. In addition, demonstrating flexibility, leadership and work ethic is key.

## NEED TO KNOW

Paid Internship

CPDC Summer  
Internship Experience  
Fund

# Center for American Progress

Washington, D.C. | [americanprogress.org](http://americanprogress.org)



## **KAYLA LEE, DC '17** **GLOBAL STUDIES / HISPANIC STUDIES**

Immigration Policy Intern, Spring 2016  
Hometown: Seattle, WA

### **What skills do you have that gave you an advantage in securing this internship?**

I was looking for internship positions related to immigration and education policy. My passion for immigration advocacy, refugee resettlement in the United States and experience in those particular areas gave me an advantage, especially during the interviews. Demonstrating knowledge of the major policy issues in particular areas of interest that pertain to the internship is very helpful.

### **What are the steps you took to land your internship?**

I did research on a number of think tanks in Washington, D.C. that had open internship positions for spring 2016. With the help of advisers through the (CMU/WSP), I prepared résumés, cover letters and applications for a variety of internship positions. In addition, I practiced answering interview questions expecting many of the applications to be followed by a phone/Skype interview.

### **What did you do as an intern at the Center for American Progress?**

My responsibilities as an intern included assisting in research projects, advocacy work, taking meeting notes, writing a column for the website and editing research reports. In addition, the internship allowed me to explore areas of interest by encouraging me to attend events held by different organizations in Washington.

### **What did you enjoy about your internship?**

I enjoyed the relationships that I built within the Center for American Progress. They acknowledged that the semester was a learning experience for me as an intern as well as for them. When appropriate, they asked me for feedback to improve their internship program. I also had the opportunity to write a column on a topic that I felt passionate about for the organization's website.

### **What was challenging about your internship?**

Balancing life as both an intern and a student during the CMU/WSP was the most challenging part about my internship.

## **INSIDER TIPS**

**Applied by:** October

**Accepted by:** November

If possible, ask questions about the internship position responsibilities. Although most organizations have a detailed description of the position, it doesn't hurt to find out more about the organization's focus during the time of your internship. The Center for American Progress has a variety of teams working on different policy issues, so finding the right fit in relation to your own interests is key.

## **NEED TO KNOW**

Unpaid Internship

Friedman Fellowship

CMU/WSP



# Center for American Women and Politics

New Brunswick, NJ | [www.cawp.rutgers.edu](http://www.cawp.rutgers.edu)



## ALEX PASCH, DC '17 INTERNATIONAL RELATIONS AND POLITICS / ETHICS, HISTORY & PUBLIC POLICY

Research Intern, Summer 2016

Hometown: Warren, NJ

### What skills do you have that gave you an advantage in securing this internship?

I think my previous government internships helped me to secure this internship, in addition to my interest in the organization's work.

### What are the steps you took to land your internship?

There were no internship or research postings listed on their website, so I emailed the intern coordinator with my résumé and asked to be considered if any positions opened up.

### What did you do as an intern at the Center for American Women and Politics?

I helped with the planning and logistics of Center for American Women and Politics' (CAWP) New Leadership New Jersey program and completed an independent research project regarding women at the municipal level of government in New Jersey.

### What did you enjoy about your internship?

I enjoyed the New Leadership program, listening to panel discussions of women leaders in government and participating in small group roundtables with CAWP women and other college students.

### What was challenging about your internship?

The research assignment was probably most challenging, as there are 566 municipalities in New Jersey.

### INSIDER TIPS

**Applied by:** March

**Accepted by:** May

Show your interest even when there are no positions listed. The women of CAWP are extremely welcoming and will contact you when something comes up.

### NEED TO KNOW

Unpaid Internship

# Cincinnati Museum Center

Cincinnati, OH | [www.cincymuseum.org](http://www.cincymuseum.org)



## **JOSEPH COSSINS, DC '17** **ETHICS, HISTORY & PUBLIC POLICY**

Philanthropy Intern, Summer 2016  
Hometown: Cincinnati, OH

### **What skills do you have that gave you an advantage in securing this internship?**

Possessing strong writing skills and being a personable and effective communicator gave me an advantage during the application process.

### **What are the steps you took to land your internship?**

I knew that the Cincinnati Museum Center had a great summer internship program. I emailed the internship coordinator and after filling out their formal application, I sent them a résumé, cover letter and an academic writing sample. I then had an interview and was offered the job shortly after.

### **What did you do as an intern at the Cincinnati Museum Center?**

I wrote drafts for grant proposals, compiled summaries of all grants received by the Cincinnati Museum Center and wrote year-end reports and evaluations of how the funds were used. I also compiled lists of potential corporate sponsors for certain events.

### **What did you enjoy about your internship?**

The best part of my internship was that I contributed to fundraising that allowed the Cincinnati Museum Center to provide exceptional exhibits and programs to the community. Also, I really enjoyed learning about the philanthropic process and what work in the non-profit industry is like.

### **What was challenging about your internship?**

Learning how to properly write grant proposals with the specific terms used in philanthropy was challenging.

### **INSIDER TIPS**

**Applied by:** March

**Accepted by:** May

To work in the non-profit industry you must be passionate about the organization and its mission. You have to display your passion during the hiring process.

### **NEED TO KNOW**

Unpaid Internship

# The Dellums Institute for Social Justice

Oakland, CA | [www.dellumsinstitute.org](http://www.dellumsinstitute.org)



## **IRIS STEGMAN, DC '17** **DECISION SCIENCE / POLICY AND MANAGEMENT**

Urban Justice Design Fellow, Summer 2016

Hometown: Oakland, CA

### **What skills do you have that gave you an advantage in securing this internship?**

It helped that I was able to eloquently describe what decision science is and how it is applicable to policy and the social sector.

### **What are the steps you took to land your internship?**

I had two summer fellowships, one with New Sector Alliance and another with the Dellums Institute for Social Justice. For New Sector Alliance, I went through the typical online application and interview process. For the Dellums Institute, one of the principals is my dad's friend so he introduced us.

### **What did you do as an intern at The Dellums Institute for Social Justice?**

I completed a roadmap for community ownership and design in East Oakland. I analyzed trends of urban displacement in Alameda County and Oakland using Excel. I collaborated with peers in drafting calls to action. I coordinated meetings with key stakeholder groups and local politicians.

### **What did you enjoy about your internship?**

My fellowship provided me with the right amount of supervision. I had a lot of autonomy over my work and because of that, I was able to channel my passion, take ownership of my projects and work hard.

### **What was challenging about your internship?**

I think that the first month of my internship was hard because I didn't have a lot of guidance. I felt lost, unsure of what to do and insecure of my ability to excel during the fellowship. However, reaching out to co-workers and learning to take ownership of my work helped me overcome this hurdle.

## **INSIDER TIPS**

**Applied by:** April

**Accepted by:** May

It is important to take the internship search seriously. Respond to emails quickly and make scheduling as easy as possible for your interviewer. It is important to be persistent. Originally, New Sector Alliance did not choose me to be a part of their summer cohort. However, I stayed in communication with the program manager and things worked out in the end.

## **NEED TO KNOW**

Paid Internship

Dietrich Summer Grant

# Ford Foundation

New York, NY | [fordfoundation.org](http://fordfoundation.org)



## **VICTOR TAVAREZ, DC '18** **INTERNATIONAL RELATIONS AND POLITICS**

World Wide Meeting & Office of the VP of Democracy, Rights and Justice Summer Intern, Summer 2016  
Hometown: Ridgewood, NY

### **What skills do you have that gave you an advantage in securing this internship?**

My internship involved event planning, administrative duties and analyzing information and data related to social justice. Communication, knowledge of social media, good use of Microsoft Excel and PowerPoint and reading the news every day all worked in my favor.

### **What are the steps you took to land your internship?**

I attended an internship fair hosted by the Sponsors for Educational Opportunity. The Ford Foundation was one of the organizations that interested me.

### **What did you do as a product design intern at the Ford Foundation?**

I was split between two supervisors. One had me working on the committees for important events where I was tasked with managing the flow of attendees and some of the logistics. My other supervisor tasked me with a variety of projects, including helping set up our vice president's Twitter account, research, taking notes at meetings and analyzing information.

### **What did you enjoy about your internship?**

I played an important role in many projects that have a profound impact on the work of the organization. I never felt like what I was doing did not matter. In addition, I attended events and discussed global social justice issues I feel passionate about. I even got to meet many global leaders and experts who combat social injustice.

### **What was challenging about your internship?**

Working for two supervisors was very difficult to balance. I suddenly found myself under mounds of work, but I quickly adjusted by managing my time better. It also helped that my supervisors were very supportive and understanding when I made mistakes.

## **INSIDER TIPS**

**Applied by:** January

**Accepted by:** February

For non-governmental and philanthropic work, networking can get you pretty far. Most information is public data, so do your research on the organization of interest and contact someone within the organization and strike up a conversation. Also, revise drafts of your application a few times by having someone else (preferably in the field) read it over.

## **NEED TO KNOW**

Paid Internship

# GlobalPittsburgh

Pittsburgh, PA | [globalpittsburgh.org](http://globalpittsburgh.org)



## LINDSEY MATESIC, DC '17 GLOBAL STUDIES

Undergraduate Student Internship, Summer 2016  
Hometown: Pittsburgh, PA

### What skills do you have that gave you an advantage in securing this internship?

I have an interest in global affairs and in Pittsburgh as a global hub. I also have experience working in an international setting as well as living, volunteering and studying abroad.

### What are the steps you took to land your internship?

I found the internship using the CMU global studies website and the internships that global studies students had in the past. After some exploring of the GlobalPittsburgh website, I determined that it was a good fit for me and sent them my résumé and cover letter. I was then asked for a phone interview.

### What did you do as an intern at GlobalPittsburgh?

I assisted in organizing programs for international visitors to Pittsburgh through the Department of State's international leadership program. This involved securing meetings in the Pittsburgh area, hospitality dinners and homestays for the international visitors.

### What did you enjoy about your internship?

Because GlobalPittsburgh is a small non-profit, I definitely felt like I was part of the team. I also had the opportunity to meet many interesting people, both international visitors to Pittsburgh and globally-minded Pittsburghers, while at GlobalPittsburgh events.

### What was challenging about your internship?

Because GlobalPittsburgh often has multiple international programs occurring simultaneously, interns were always working on more than one project at a time. This could be challenging, but it also gave me a broad spectrum of tasks and kept things interesting.

## INSIDER TIPS

**Applied by:** April

**Accepted by:** May

For an internship in the global studies field, not only studying abroad, but what you do while there (research, volunteering, internships) can distinguish you. Many students in an international relations or global studies program will have studied abroad, so for me, volunteering while abroad made my experience stand out.

## NEED TO KNOW

Unpaid Internship

# Green Building Alliance

Pittsburgh, PA | [www.2030districts.org/pittsburgh](http://www.2030districts.org/pittsburgh)



## **ZADE DELGROS, DC '17** **DECISION SCIENCE**

Pittsburgh 2030 District Intern, Summer 2016  
Hometown: Sharon, PA

### **What skills do you have that gave you an advantage in securing this internship?**

My experience with social research and quantitative analysis was a big plus. Communication, design and MS Office skills also helped.

### **What are the steps you took to land your internship?**

I got involved with green building research at CMU during my junior year. This research project was extremely relevant to Green Building Alliance's (GBA) mission to promote sustainable practices in the building sector. I was ecstatic when GBA posted a position after hearing about all that they do through my research. My research adviser also kindly wrote me a letter of recommendation.

### **What did you do as an intern at the Green Building Alliance?**

Several long-term projects kept me busy researching green building practices, creating informational handouts and redesigning their building database. Some of my short-term projects included helping manage events, write blog posts and update the website.

### **What did you enjoy about your internship?**

I had more responsibility than I expected. I enjoyed the challenge because I felt like I made a positive impact in the way the 2030 Initiative operates in Pittsburgh. Most importantly, of course, breakfast is served in the office every Wednesday!

### **What was challenging about your internship?**

Learning to divide my long-term projects into bite-sized chunks, and juggling these with more time-sensitive priorities, was an exercise in balance and planning.

## **INSIDER TIPS**

**Applied by:** March

**Accepted by:** April

Read up on the organization, their mission and their key activities. How do they create value for their stakeholders? How can you contribute to that value creation? What are the current challenges facing the organization and/or the industry? Know your answers to these questions to show the organization that you are well prepared and that you will contribute to their organization.

## **NEED TO KNOW**

Paid Internship

Dozzi Scholarship

# JUST Capital

New York, NY | [www.justcapital.com](http://www.justcapital.com)



## EMMA SHI, DC '18

### DECISION SCIENCE / HUMAN-COMPUTER INTERACTION

Product and Marketing Intern, Summer 2016

Hometown: Penfield, NY

#### What skills do you have that gave you an advantage in securing this internship?

I think my experiences with time management as a student-athlete at CMU as well as CMU's reputation for academic rigor helped me secure this internship. I would also say my previous experience through the CMU/WSP at the White House Initiative on Asian-Americans and Pacific Islanders, and the skills I learned there in communications and marketing, helped me a lot.

#### What are the steps you took to land your internship?

In my internship search process, I tried to look for opportunities that pertained to my major. I made a list of internship opportunities that I was most interested in (along with web links to their applications) and I applied as early as possible.

#### What did you do as an intern at JUST Capital?

My main responsibilities revolved heavily around external and internal communications, where I was responsible for editing and maintaining the company website, sending out an internal weekly newsletter and brainstorming and implementing website improvements. Some other responsibilities included editing content for press releases and blog posts.

#### What did you enjoy about your internship?

The best parts about my internship were the perks (free snacks!) and also the fact that I was given work that a real employee would do – not just your stereotypical intern administrative work. I was given a say in my own projects and my work was respected.

#### What was challenging about your internship?

Since the organization was fairly new, a challenge I had was coming up with ways to approach projects. Sometimes, there would be no straightforward way to do something, so it could be difficult to come up with a way to do it on my own. However, while I had to learn a lot on my own, I was still given a lot of support from my supervisor.

#### INSIDER TIPS

**Applied by:** February

**Accepted by:** April

Make sure you have a general understanding of what the organization does. Be prepared to share your ideas about the organization, what you'd like to get out of the internship and what projects interest you. It is important to communicate how the skills you've learned at CMU and in previous experiences can be carried over to succeed in the internship.

#### NEED TO KNOW

Paid Internship

# Kids in Need of Defense (KIND)

Washington, D.C. | supportkind.org



## **ESTHER DE LA TORRE, DC '16** **GLOBAL STUDIES**

Gender and Child Migration Research Intern, Summer 2016  
Hometown: Los Angeles, CA

### **What skills do you have that gave you an advantage in securing this internship?**

I have research and data analysis skills that were relevant to the internship position. In addition, I speak fluent Spanish which was especially important since KIND works with child migrants from Central America.

### **What are the steps you took to land your internship?**

After deciding to intern in Washington, D.C., I began to look for internships with non-profits and think tanks. I created several versions of my résumé that were tailored to specific positions. I interviewed with KIND and was offered the position the next day.

### **What did you do as an intern at Kids in Need of Defense?**

My main responsibility was to compile, organize, translate and code interview data for a research project. In addition, I was responsible for creating a desk study for immigration advocacy. Other responsibilities included representing KIND at relevant meetings and briefings.

### **What did you enjoy about your internship?**

Everything about my internship was great; I was able to complete research on an issue of personal interest while learning the ins and outs of Washington. My director was very affable and everyone at KIND was truly passionate about the work they do. I also had the chance to set my own schedule and work remotely on select days.

### **What was challenging about your internship?**

One of the most challenging aspects of my internship was recording and analyzing firsthand accounts of child migration experiences.

## **INSIDER TIPS**

**Applied by:** March

**Accepted by:** April

Make sure your cover letter includes exactly why you're interested in interning with the specific organization. Treat the internship search like a job and commit to submitting a number of applications every week. Apply early, especially for government internships.

## **NEED TO KNOW**

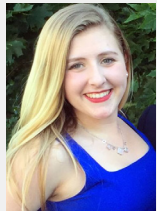
Unpaid Internship

Milton & Cynthia  
Friedman Summer  
Fellowship



# New England Center for Children

Southborough, MA | [necc.org](http://necc.org)



## ELIZABETH MORRIS, DC '17 PSYCHOLOGY

Intern, Summer 2016  
Hometown: Bolton, MA

### What skills do you have that gave you an advantage in securing this internship?

I already had a lot of experience working with children and I think that my psychology research experience helped as well. Mostly, though, I think it was my enthusiasm for the school's mission that really helped me secure the internship.

### What are the steps you took to land your internship?

I submitted a résumé, cover photo and two letters of recommendation, and then went in for a tour of the school and an interview.

### What did you do as an intern at the New England Center for Children?

I acted as a teacher, working one-on-one with the students. I was assigned three students to work with throughout the day.

### What did you enjoy about your internship?

Seeing my students improve over time and learn new things was incredibly rewarding.

### What was challenging about your internship?

Though I had a lot of experience working with children, I did not have any experience working with children with autism. Adjusting to the differences in working with this population was definitely challenging.

## INSIDER TIPS

**Applied by:** April

**Accepted by:** May

The best way to find an internship in this field is to demonstrate genuine passion for the field.

## NEED TO KNOW

Unpaid Internship

Dietrich College  
Summer Internship  
Opportunity Grant

# New Leaders Council

Washington, D.C. | [www.newleaderscouncil.org](http://www.newleaderscouncil.org)



## **RAHMON ROSS, DC '18** **INTERNATIONAL RELATIONS AND POLITICS /** **FRENCH & FRANCOPHONE STUDIES**

Development and Policy Intern, Summer 2015  
Hometown: Lynchburg, VA

### **What skills do you have that gave you an advantage in securing this internship?**

The biggest advantage I had in landing my internship was being a huge political junkie and possessing previous political and campaign experience. This meant I was already familiar with the people and donors we would be dealing with on a daily basis and I was at least somewhat familiar with the NationBuilder software that is so ubiquitous in campaigns and organizations on the political left.

### **What are the steps you took to land your internship?**

My path to interning with New Leaders Council (NLC) was a bit unorthodox. I originally applied to intern with the Progressive Policy Institute (PPI) and interviewed with their policy director. I was passed over for that internship, but the policy director really liked my application and referred me to the NLC, which often collaborates with PPI.

### **What did you do as an intern at the New Leaders Council?**

I did fact finding for our policy brief on the American innovation economy and helped copy edit the final paper. I monitored social media accounts and websites, helped prepare, set up and manage our National Retreat, and staffed the forum we held during the Democratic National Convention in Philadelphia.

### **What did you enjoy about your internship?**

I enjoyed having a level of autonomy and gaining experience in a lot of fields during my internship. I gained experience in research, copy editing, managing a webpage and coordinating the logistics of large-scale events. I also really liked meeting famous politicians and members of the media.

### **What was challenging about your internship?**

The internship didn't really have time for me to ease into things. We were putting together a national retreat and holding an event at the DNC, which meant that a lot of work had to be done in a very short amount of time. There were many days when the other interns and I stayed late and went home exhausted.

## **INSIDER TIPS**

**Applied by:** January

**Accepted by:** February

In politics and government, having a really well put together and well-formatted résumé that highlights your experience (even if that experience isn't in politics) is incredibly important. You need to have a LinkedIn account. Employers do actually look at those accounts as a way to supplement what's not on your résumé. Volunteering for a campaign is an easy way to build experience.

## **NEED TO KNOW**

Unpaid Internship

The Daniel L. Shaw  
Grant

# Political Asylum & Immigration Representation Project

Boston, MA | [pairproject.org](http://pairproject.org)



## MIKAELA WOLF-SOROKIN, DC '17 GLOBAL STUDIES / HISPANIC STUDIES

Undergraduate Intern, Summer 2016

Hometown: Boston, MA

### What skills do you have that gave you an advantage in securing this internship?

Experience with clients and Spanish language skills were the two biggest advantages that I had when I applied for this internship. I had previously interned at Jewish Family and Children's Services (a local resettlement agency in Pittsburgh) where I regularly worked with different resettled refugee families. I also studied abroad in Bolivia so I was fluent in Spanish.

### What are the steps you took to land your internship?

I knew that I wanted to be able to speak Spanish this summer and I was interested in immigration. In January, I met with a Boston College professor of law and human rights to discuss my interests and hear about the different work being done in Boston. He recommended several organizations and one of them worked out perfectly!

### What did you do as an intern at the Political Asylum & Immigration Representation Project?

I did a lot of Spanish translation and interpretation. I helped interview potential clients in Spanish, interpreted for lawyers and talked to the family members of clients. My second responsibility was doing research on various country conditions to help with asylum cases.

### What did you enjoy about your internship?

I loved working with clients and being able to speak Spanish. All of the clients had extremely difficult and sad stories, but being able to help someone gave me the best feeling. I also had just arrived home from a semester in Bolivia so I was really excited to be able to continue speaking Spanish, especially in a professional setting.

### What was challenging about your internship?

It was most challenging to hear the stories of various people who we interviewed and not be able to help everyone. The stories themselves often made me really sad, but it was even more challenging when we did not have the capacity to accept their cases.

## INSIDER TIPS

**Applied by:** February

**Accepted by:** April

Knowing a different language is really useful to organizations that do immigration work. Language skills are beneficial to the student and the organization; they benefit from your translation abilities and you gain exposure to the work that they do.

## NEED TO KNOW

Unpaid Internship

Dietrich College  
Summer Internship  
Grant

# The Potomac Institute

## The International Center for Terrorism Studies

Arlington, VA | [www.potomac institute.org](http://www.potomac institute.org)



### **ROB STEPHENS, DC '17**

#### **GLOBAL STUDIES / INTERNATIONAL RELATIONS AND POLITICS**

Research Intern, Summer 2016  
Hometown: Fayetteville, GA

#### **What skills do you have that gave you an advantage in securing this internship?**

Experience is key, and being able to share experiences concisely but eloquently is equally as important. Not just experience researching (though my supervisor was very excited about that during the interview), but also things I have experienced which give me a unique perspective to bring to the table. Having those experiences and being able to describe them really made me stand out.

#### **What are the steps you took to land your internship?**

A big part of finding my internship was utilizing the network that I have put together over my time at CMU and in Washington, D.C., through the CMU/WSP. I asked people who had their ears to the ground if they knew of any internships, and they pointed me in the right direction.

#### **What did you do as an intern at The International Center for Terrorism Studies?**

We had daily terrorism “weather,” which was a sampler platter of all of the security concerns going on around the world. Additionally, I produced briefs and publications on particular occurrences (bombings and such) as well as overall topics (i.e., aviation security, refugee crises, etc.).

#### **What did you enjoy about your internship?**

What really made the internship great was the work environment. My intern supervisors were extremely kind and willing to work with the interns to make sure that they not only had a good experience, but could also transfer those skills to our résumés and the real world. My co-workers were great as well!

#### **What was challenging about your internship?**

Sometimes the level of autonomy made me feel like I wasn't contributing as much as I could have been, but I simply went and talked to my supervisors. If there was a topic of interest, they were more than happy to try and find a way to fit that topic into my area of study. Getting past that initial tepidness and asking was challenging.

#### **INSIDER TIPS**

**Applied by:** March

**Accepted by:** April

They love people with experience abroad. Because PIPS has such a worldwide focus, contributing your own viewpoint is a definite plus for them. Other than that, just show genuine excitement about international relations and you'll be considered a better candidate.

#### **NEED TO KNOW**

Unpaid Internship

Friedman Fellowship

# Apple

Cupertino, CA | [apple.com](http://apple.com)



## RAE LASKO, DC '19

### COGNITIVE SCIENCE / HUMAN-COMPUTER INTERACTION

Software Engineering Intern, Summer 2016

Hometown: Diamond Bar, CA

#### **What skills do you have that gave you an advantage in securing this internship?**

As a cognitive science major, I don't quite fit into the techie computer-science-programmer stereotype. I was able to highlight my background in a way that showed employers I bring a unique perspective to my work. My research in rapport, human-computer interaction and cognition were especially helpful to me.

#### **What are the steps you took to land your internship?**

I went to all the career fairs and talked to recruiters. I also sent out many cold emails to people whose work I found interesting.

#### **What did you do as an intern at Apple?**

I worked on the Notes app.

#### **What did you enjoy about your internship?**

I really love being able to work with people who are so passionate and dedicated. It's incredibly inspiring to work on something that affects so many people across the world.

#### **What was challenging about your internship?**

As one of the youngest interns, I often felt like I had less experience than the rest and, therefore, worked extra hard to compensate.

#### **INSIDER TIPS**

**Applied by:** September

**Accepted by:** October

In the tech industry it is all about demonstrating interest and passion through self-driven projects and research. For software engineering in particular, the recruiters pay little attention to classes and GPA. Mostly they want to know about extracurricular activities and prior experiences.

#### **NEED TO KNOW**

Paid Internship

# Apple

Sunnyvale, CA | [www.apple.com](http://www.apple.com)



## MARK VELLA, DC '17 INFORMATION SYSTEMS

Project Manager Intern, Summer 2016

Hometown: Naugatuck, CT

### What skills do you have that gave you an advantage in securing this internship?

Being friendly and talking passionately about my interests was really important. In addition, I was able to tie my skills, classes and past internship into my interests. Finally, during my interviews, I was specific enough that my manager knew I'd be interested, but general enough to say that I'm adaptable and open to any project I might be assigned.

### What are the steps you took to land your internship?

I approached a recruiter at the Information Systems networking picnic right after the Technical Opportunities Conference (TOC). I talked to her about my interest in Apple and my career goals in general. I related the two and asked her some questions to get a better idea about specific positions and the organization.

### What did you do as an intern at Apple?

As a project manager, I worked with a team of project managers and product managers to manage existing software projects and plan for future ones. This involved a lot of analysis, not just logistical planning.

### What did you enjoy about your internship?

It was a really collaborative and supportive environment. There was always help when I needed it and I was always working with others, but I had a lot of independence, too.

### What was challenging about your internship?

I learned a lot about working with people. I got to collaborate across many different teams and with a lot of people within my own team, and I learned quickly that in a meeting with 10 people you likely have 10 different points of views, levels of background knowledge and goals.

## INSIDER TIPS

**Applied by:** March

**Accepted by:** April

Almost all interns are hired by their future manager, so you need to know what you're good at and what you want to do. Many recruiters are people within the company and not full-time recruiters, and even the full-time recruiters will have to refer you to other managers based on your interests and skills.

## NEED TO KNOW

Paid Internship

# Boeing

Bellevue, WA | [www.boeing.com](http://www.boeing.com)



## RENHAO HU, DC '19 INFORMATION SYSTEMS

Systems Integration & Android Development Intern, Summer 2016  
Hometown: Bellevue, WA

### What skills do you have that gave you an advantage in securing this internship?

I think that having a prior software internship in high school definitely helped with the current process. Regardless of position, knowing how to sell yourself is important, especially when you have behavioral interviews.

### What are the steps you took to land your internship?

For freshmen, it can be very hard to get recruited through the standard EOC/TOC, so I went to one of my major-specific company tailored events instead. I had a great conversation with one of the recruiters on Monday and dropped my résumé off, had a structural (behavioral) interview on Tuesday, a group interview on Thursday and got an offer that evening.

### What did you do as an intern at Boeing?

My primary job role was to support server builds, whether through builds themselves or through writing scripts. During my internship, I also took an additional intern/ITCFP project regarding Android development. I can't go into the specifics of what it consists of, but it is very likely that Boeing will be using what I developed by the time September rolls around.

### What did you enjoy about your internship?

I enjoyed the team camaraderie the most. Not all teams, I've been told, are as fun-loving and determined as mine, so I had a wonderful time working with them on a daily basis. Boeing also provides side project opportunities for all interns, regardless of what their official job descriptions are; these projects can be in a completely different field.

### What was challenging about your internship?

Systems integration and Android development were new topics that I hadn't really touched upon before, so getting past that hurdle was the hardest. The silver lining is that these skills are built upon experience, so the more I interacted with the commands and the syntax, the easier it became.

## INSIDER TIPS

**Applied by:** October

**Accepted by:** December

Don't stress just because you're a freshman or you think that you lack the technical skills for the application. Every company (in tech especially) gives you about two weeks to learn whatever you need to know. While most of the time basic technical skills are required, employers care much more about whether or not you can learn quickly and be a team player.

## NEED TO KNOW

Paid Internship

# Facebook

Menlo Park, CA | [www.facebook.com](http://www.facebook.com)



## ALEX LIN, DC '17 INTERNATIONAL RELATIONS AND POLITICS

Threat Analyst , Summer 2016  
Hometown: Edison, NJ

### What skills do you have that gave you an advantage in securing this internship?

My combination of research in two very disparate fields gave me a unique knowledge base on which to draw. Demonstrating initiative, creative thinking and problem-solving skills are also important.

### What are the steps you took to land your internship?

I had done research with a graduate school team at the University of Pittsburgh and that team pointed me to the application. I applied, had a phone interview and then an on-site interview.

### What did you do as an intern at Facebook?

I assisted in conducting geopolitical research, as well as helping build a large-scale project. I also conducted online investigations and research into groups.

### What did you enjoy about your internship?

I loved being able to do work in an area where I'm passionate. It also gave me a good idea of what the challenges are facing the security field in this day and age. You gain a much better idea of things when you become an insider.

### What was challenging about your internship?

The sheer amount of data that was thrown at me for the first couple of weeks was astounding. I had to be able to learn and understand new tools as well as jargon.

## INSIDER TIPS

**Applied by:** September      **Accepted by:** November

Your major and your research are important, but at a certain point, showing creativity and initiative are just as important. If you have any passions related to your job, definitely advertise it. Companies are bringing you on to bring in new ideas. Don't be afraid to propose crazy ideas to your manager; that's the reason you're there.

## NEED TO KNOW

Paid Internship



# Lockheed Martin

Herndon, VA | [www.lockheedmartin.com](http://www.lockheedmartin.com)



## **RAAGA KALVA, DC '18** **INTERNATIONAL RELATIONS AND POLITICS**

Intelligence Analyst, Summer 2016  
Hometown: Germantown, MD

### **What skills do you have that gave you an advantage in securing this internship?**

Language skills (both verbal and programming), risk analysis, familiarity with multiple open-source information platforms, ability to parse through data.

### **What are the steps you took to land your internship?**

I contacted the company about available positions, sent my cover letter and résumé to the appropriate contacts in the company, went through an interview process.

### **What did you do as an intern at Lockheed Martin?**

I wrote data leak reports on various corporations, monitored cyber threat intelligence through open source and utilized various databases to scan for vulnerabilities.

### **What did you enjoy about your internship?**

I enjoyed utilizing my skills in a palpable way with a tangible end product. I got the chance to learn the aspects of working for a private intelligence company, and was able to work with and meet very interesting people while doing it.

### **What was challenging about your internship?**

I had to learn to use many different platforms very quickly and draw useful data from the results that the platforms gave when processing data. My position also involved in-depth research about corporations and fastidiously checking every potential source of vulnerability in terms of technical information, involving hours of very intense, detail-oriented work.

### **INSIDER TIPS**

**Applied by:** February

**Accepted by:** May

Knowing the project you want to work on and doing research about the company and their projects helps immensely.

### **NEED TO KNOW**

Paid Internship

# Luma Legacy

Los Angeles, CA | lumalegacy.com



## **KATHERINE BOYLE, DC '19** **ECONOMICS**

Marketing Intern, Summer 2016  
Hometown: Mountain Lakes, NJ

### **What skills do you have that gave you an advantage in securing this internship?**

I am proficient in the business side my startup needed (experience with Excel and marketing) and also had creative skills. I have owned a freelance sports video company and my skills there and with the Adobe creative suite made me look much more appealing because I create content easily.

### **What are the steps you took to land your internship?**

I asked an older classmate what she did, and she directed me to Angelist, where many startups post openings. I applied to about 20 on there, writing cover letters to a few, and finally found a great fit!

### **What did you do as an intern at Luma Legacy?**

I put together a press list, created content for ads, weighed in on the website design and pitch deck and a ton of other stuff. My main job was to build a community around the brand, but in the short term it was to finish the projects my boss gave me well, and quickly.

### **What did you enjoy about your internship?**

I loved the freedom I had to choose what I wanted to do. There were only three other people in the company and while I was given tasks, my boss asked me pretty frequently what I wanted to focus on that day and week, and listened to what I had to say.

### **What was challenging about your internship?**

It was challenging to stay on task and focused for a whole work week. In school there are multiple subjects all with different projects. At work, I could be doing only work for days, and I needed to get used to that.

## **INSIDER TIPS**

**Applied by:** October

**Accepted by:** December

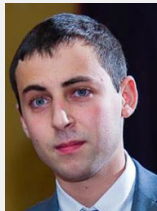
Apply to as many internships as you can! Startups are great for freshmen and sophomores because the less structured work environment allows for exploration. You can learn a little about everything. Also, startups don't have much of a budget to market to applicants so the applicant pool is usually smaller.

## **NEED TO KNOW**

Paid Internship

# MasterCard

O'Fallon, MO | [www.mastercard.us](http://www.mastercard.us)



## MICHAEL ROSENBERG, DC '17 ECONOMICS AND MATHEMATICAL SCIENCES

Data Services Intern, Summer 2016

Hometown: Bethesda, MD

### What skills do you have that gave you an advantage in securing this internship?

The main set of skills that gave me an advantage was my relatively strong background in data analysis. At the time of applying, I had taken several statistics and programming courses, and I was in the process of completing coursework in machine learning. The other skill set that gave me an advantage was my previous research experience, which gave me the background for approaching open-ended problems.

### What are the steps you took to land your internship?

I originally applied for the internship via TartanTrak and then had an on-campus interview with a recruiter. After a few weeks, I was invited for an interview at the Operations & Technology headquarters for MasterCard.

### What did you do as an intern at MasterCard?

As an intern for the data services team in MasterCard Payment and Transaction Services (MPTS), my main tasks involved me developing predictive analytics solutions based on the data available in our department. This primarily involved me implementing cluster models for customer segmentation and regression models for optimization tasks.

### What did you enjoy about your internship?

I enjoyed that my internship gave me an opportunity to do data analysis on large datasets. What drew me to statistics was the opportunity to develop meaningful implications from data, and I find that working with large datasets gives power to the results that one can find in the data.

### What was challenging about your internship?

When working with large datasets in a massive database, there is a significant amount of time that goes into simply pre-processing unstructured tables from a database prior to analysis. While data pre-processing is important to developing a usable dataset for model building, it can be difficult when tables in a database are “noisy” or not well-documented.

### INSIDER TIPS

**Applied by:** August

**Accepted by:** December

Beyond applying online, I would say that the best way to secure an internship with MasterCard is to display strong technical and communication skills within your interviews. In particular, it would be useful to have a set of previous projects to discuss in order to best represent your capabilities.

### NEED TO KNOW

Paid Internship

# MediaMath

New York, NY | [mediamath.com](https://mediamath.com)

## EMILY SU, DC '18 INFORMATION SYSTEMS / HUMAN-COMPUTER INTERACTION

UI/UX Design Intern, Summer 2016  
Hometown: San Jose, CA

### What skills do you have that gave you an advantage in securing this internship?

With user experience and design, you really need the ability to communicate your thought process of why you make certain design decisions, understand the psychology behind how users interact with products and be able to actually create designs that are intuitive to use.

### What are the steps you took to land your internship?

I took a month preparing my past work and résumé in order to apply online and attend job fairs. When I went to the EOC for some elevator pitch practice, I was interviewed on-site by one of the designers at MediaMath, then moved on to two phone interviews and a design challenge.

### What did you do as an intern at MediaMath?

My day-to-day involved working with product managers to define the requirements for projects, design wireframes and workflows and perform user testing and interviews.

### What did you enjoy about your internship?

I absolutely loved the people I worked with, since everyone was so open to helping me learn and grow as much as possible throughout the process. It was also cool to meet different interns from around the country.

### What was challenging about your internship?

Because I focused on a product that was mostly used in the world of digital and programmatic marketing, I had to quickly learn about the world of advertising in order to make informed decisions about design and understand the jargon.

## INSIDER TIPS

**Applied by:** December

**Accepted by:** January

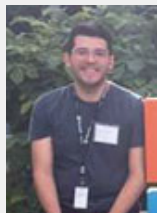
Find others who you aspire to be, whether it's the type of work they do or even just how they present themselves, and ask lots of questions. I was fortunate to have a lot of mentors to ask for help in prepping for interviews, preparing my portfolio, describing my design process and crafting my résumé. You'll find learning from other people's past experiences makes the journey so much easier than looking in the dark.

## NEED TO KNOW

Paid Internship

# Microsoft

Seattle, WA | [microsoft.com](https://microsoft.com)



## SEBASTIAN GUERRERO, DC '18

### INFORMATION SYSTEMS / HUMAN-COMPUTER INTERACTION

Software Engineer, Summer 2016

Hometown: McAllen, TX

#### **What skills do you have that gave you an advantage in securing this internship?**

Being sociable, persistent and knowing my information for the interviews was really critical.

#### **What are the steps you took to land your internship?**

I searched everywhere, and applied to many places. I also followed up regularly with recruiters.

#### **What did you do as an intern at Microsoft?**

It is an explorer role, which means I spent four weeks as a program manager and eight weeks as a software engineer.

#### **What did you enjoy about your internship?**

It was not a throwaway project. It was great to know that what I did will be implemented.

#### **What was challenging about your internship?**

It was challenging to work with how big companies handle things. Learning new technologies was also challenging.

#### **INSIDER TIPS**

**Applied by:** November

**Accepted by:** January

Don't give up!

#### **NEED TO KNOW**

Paid Internship

# Quality of Life Lab at the University of Geneva

Geneva, Switzerland | [www.qol.unige.ch](http://www.qol.unige.ch)



## **KRISTINA WAGNER, DC '17** **TECHNICAL WRITING / HUMAN-COMPUTER INTERACTION**

Usability Engineer, Summer 2016  
Hometown: Nyon, Switzerland

### **What skills do you have that gave you an advantage in securing this internship?**

Research in human-computer interaction requires a complete usability engineering skill set, which I demonstrate a solid understanding of in my portfolio. However, the linch pin was the fact that I speak several modern languages fluently, as the position required me to conduct interviews in the multilingual city of Geneva.

### **What are the steps you took to land your internship?**

I consulted my professors and inquired after both their research and that of their colleagues. They were able to provide me with the contact information of professionals in my area of interest and invaluable letters of recommendation.

### **What did you do as an intern at the Quality of Life Lab at the University of Geneva?**

I designed the system flow of a mobile application, created prototypes for a mobile application and tested each of these prototypes by interviewing users in English and in French. I created comprehensive reports on this feedback to distribute to the team. I liaised frequently with the team's graphic designer to ensure feedback from interviews was optimally incorporated into the subsequent iteration.

### **What did you enjoy about your internship?**

Both of my bosses were genuine, kind and encouraging people.

### **What was challenging about your internship?**

The two-hour commute each way was the most challenging aspect of my internship. However, I was able to work remotely on some days and Skype my colleagues if I needed a quick response.

## **INSIDER TIPS**

**Applied by:** September      **Accepted by:** November

Take the time to get to know your professors. They are genuinely invested in your success and are well connected to other professionals in their industry.

## **NEED TO KNOW**

Paid Internship

# Wayfair

Boston, MA | wayfair.com



## CHRISTABELLE ASHLEY WONG, DC '16 INFORMATION SYSTEMS

Software Engineering Intern, Summer 2016  
Hometown: Jakarta, Indonesia

### What skills do you have that gave you an advantage in securing this internship?

Reading self-help books for coding interviews really gave me an advantage for the interview. The theory about websites that I learned in class also prepared me with the conceptual questions. The personal web development projects I worked on last summer really helped give some spice, and made me a better fit for Wayfair, since it is a web-based company.

### What are the steps you took to land your internship?

I went to the TOC and talked to the recruiter about the different internship positions available. She then directed me to apply through the company website and the specific internship program and position.

### What did you do as an intern at Wayfair?

I worked on installations and coding projects, and attended many interesting introductory classes.

### What did you enjoy about your internship?

I was given a real project to work on that would directly impact the organization. It gave me a sense of ownership over my work, and made the internship a rewarding experience. Boston is also a great city to be in during the summer. There were a lot of internship activities outside of work.

### What was challenging about your internship?

I had to adjust to the company very quickly, whether through setting up my work environment with the appropriate software, or understanding the company's code base framework independently and quickly. Time management was important as I had to juggle installation, my coding project, meetings and introductory classes.

### INSIDER TIPS

Applied by: May

Accepted by: May

Wayfair does not hesitate to give interns a hands-on experience. We were given real projects to work on within our first week. It was very challenging at first, but there are a lot of mentors and channels you can use to seek help. The steep learning curve made my time here fly very quickly, and the experience very rewarding.

### NEED TO KNOW

Paid Internship



## MAX HARLYNKING, DC '17

### INFORMATION SYSTEMS / HUMAN-COMPUTER INTERACTION

Front End Engineering Intern, Summer 2016  
Hometown: Celebration, FL

#### What skills do you have that gave you an advantage in securing this internship?

It helped that I had several years of previous interviewing experience to get through the technical interviews. Getting to know how technical interviews are run is a process that took me quite a few interviews to get right.

#### What are the steps you took to land your internship?

I went to the TOC at CMU and had about five or six interviews from various tech companies. Yelp, where I interned, was one of those.

#### What did you do as an intern at Yelp?

As an intern, I was responsible for replacing old and outdated pieces of the website with newer and better pieces. This involved me tweaking many different pages around the site, and working with designers and engineers to get the product they envisioned.

#### What did you enjoy about your internship?

Working with all of the many pieces and people involved with the site was an interesting process – almost every day was a completely new challenge.

#### What was challenging about your internship?

Dealing with the massive code base was a big challenge throughout. Traversing through thousands of lines of code to find the ones that need to be changed can be tricky, so learning how to navigate this took time.

#### INSIDER TIPS

**Applied by:** January

**Accepted by:** April

Get to know the purpose of the organization before your interview. Every company will ask you something along the lines of “Why us?” and if your answer is the same for every company, you’re doing something wrong. Companies want to know you understand and align with their core purpose, so do some research and find out what that is to focus your answer around it.

#### NEED TO KNOW

Paid Internship



# McNeil, Gray & Rice Strategic Communications

Boston, MA | [www.mcneilgrayandrice.com](http://www.mcneilgrayandrice.com)



## RACHEL GOMEZ, DC '18 GLOBAL STUDIES

PR/Communications Intern, Summer 2016  
Hometown: Orleans, MA

### What skills do you have that gave you an advantage in securing this internship?

My communication skills really came in handy during my search. Your résumé can be impressive, but if you fall flat in person it is easy for an employer to forget about you.

### What are the steps you took to land your internship?

To secure my summer internship, I started with both online applications and the job fairs offered on campus at CMU. Although nothing panned out directly through those, I learned the basic techniques of networking and communicating with potential employers. I attended two other job fairs, one in New York City and one in Boston, where I had success.

### What did you do as an intern at McNeil, Gray & Rice Strategic Communications?

After being assigned to an account, I emailed company press releases to editors and followed up with them via email and phone calls. I also organized spreadsheets about where and when our clients had been published, and conducted searches online for placements.

### What did you enjoy about your internship?

It was great to experience a professional environment and to have influence handling a real account. The city of Boston made it even better.

### What was challenging about your internship?

I realized fairly early in the program that this was not the type of work I would want to be doing full time, so sometimes that made it difficult to remain invested. Yet I'm grateful that I had the opportunity to figure out that this isn't the career path I want to take!

## INSIDER TIPS

**Applied by:** February

**Accepted by:** February

With PR and communications, being presentable and well spoken at interviews is crucial because you are constantly selling yourself to clients and editors on the job. It is important to let your personality come through, and not just list your accomplishments or abilities like a grocery list. Also, allow your résumé to be flexible; meaning, draw connections from one achievement to many areas where it could be useful professionally.

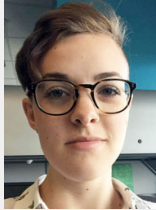
## NEED TO KNOW

Unpaid Internship

Dietrich College  
Summer Internship  
Opportunity Grant

# The University of Texas MD Anderson Cancer Center

Houston, TX | [www.mdanderson.org](http://www.mdanderson.org)



## **ERIN NIELSEN, DC '18** **TECHNICAL WRITING**

Scientific Editorial Assistant, Summer 2016  
Hometown: Houston, TX

### **What skills do you have that gave you an advantage in securing this internship?**

My technical writing major and background in science and medical writing made me an attractive candidate. I had science-related writing samples and projects to talk about in my interview. Good interviewing skills helped, too.

### **What are the steps you took to land your internship?**

My professor knew I was looking for an internship in the Houston area and sent me information for the scientific editorial assistant position, as well as the name of the contact at MD Anderson. I emailed the contact my résumé and cover letter and received a call from her a few weeks later. I interviewed in person during spring break and was offered the internship about a month later.

### **What did you do as an intern at The University of Texas MD Anderson Cancer Center?**

I formatted and copy edited scientific manuscripts that will be sent to medical journals. I wrote short articles for OncoLog, a cancer-focused newsletter distributed to physicians across Texas. I also assisted with educational programs, like ESL conversation groups.

### **What did you enjoy about your internship?**

It was a great opportunity to figure out some things I do and do not want in a full-time job. I was given a lot of independence to do my assignments and I learned a lot about the nuances of the English language. Everyone in the office was very nice and supportive.

### **What was challenging about your internship?**

Some of the manuscripts came to the department in rough shape. That, plus the complex subject matter, can make editing difficult.

## **INSIDER TIPS**

**Applied by:** April

**Accepted by:** May

MD Anderson is a very large organization, so it helps to convey your interest to someone within the scientific publications department directly. They only offer one internship and it is open to both undergraduates and graduate students. Have writing samples and be ready to express why you're interested in not only the job, but the field.

## **NEED TO KNOW**

Paid Internship

# W.W. Norton and Company

New York, NY | [wwnorton.com](http://wwnorton.com)



## CULLEN WELLS, DC '17 ETHICS, HISTORY & PUBLIC POLICY / CREATIVE WRITING

Sociology Editorial Intern, Summer 2016  
Hometown: Pittsburgh, PA

### What skills do you have that gave you an advantage in securing this internship?

I have had experience editing and working on publications through my time in the CMU/WSP in Washington, D.C. at the Progressive Policy Institute. Also, my coursework has focused on developing an understanding of American culture, which made me a great fit in the sociology department.

### What are the steps you took to land your internship?

I identified important publishing houses, looked at their websites for internship postings and applied.

### What did you do as an intern at W.W. Norton and Company?

My responsibilities revolved around making sure both our digital and print textbooks were available to our customers without any errors. Most of my time was spent editing test banks and textbook chapters, but I also did HTML coding to make sure digital resources function as designed.

### What did you enjoy about your internship?

I enjoy the experience of learning how a publishing house works. There are many opportunities to see exactly what goes into a wonderfully successful publishing house like Norton.

### What was challenging about your internship?

The most challenging part was adapting to Norton's systems. The digital resources Norton uses to make students' learning experiences better required a lot of knowledge about the system.

## INSIDER TIPS

**Applied by:** February

**Accepted by:** April

Really read the description of the position, then think about the tasks they will want you to do that they don't necessarily highlight in the posting. Use your experiences to highlight how you are prepared to handle these responsibilities. Publishing houses don't only want to know you can do the work – let them know how excited and enthusiastic you are about the opportunity and let your cover letter reflect that energy.

## NEED TO KNOW

Unpaid Internship

CPDC Summer  
Internship Experience  
Fund

**Carnegie Mellon University**

**Dietrich College** of Humanities  
and Social Sciences

Visit us at <http://www.cmu.edu/dietrich/>