



Honors Scholars Program

# Paid Internship Guide

A Bridge Between the Scholastic and Professional

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With Sincerest Gratitude,  
Some Final Words

# Preface

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The pursuit of learning is ardent and noble. As Honors Scholars, many of you have taken this endeavor to admirable heights. As ambitious learners in your respective fields, it stands to reason that you would qualify for some of the most coveted opportunities offered in the academic and professional worlds.

I began this project as part of my own internship in the Professional and Technical Writing major, supervised by the Founding Program Director, Dr. Reneta D. Lansiquot, Director of the Honors Scholars Program. We had a series of meetings and exchanges throughout which we discussed the project, and through her expert guidance, I was able to successfully facilitate the workshop on which this guide is based. Once the written work was complete, it was beautifully designed by the talented Christopher A. Navarrete, Honors Scholars Program Coordinator. Ultimately, this handbook came to be as a result of the collaboration of several people, whose goal was to help make the process of attaining a paid internship a little bit easier for the students of City Tech.

This guide aims to help you in these pursuits, as it discusses the purpose of the internship, resources, examples, and helps students attain them via advice for resumes, cover letters, essays, and seeking recommendation letters. In addition, it will provide some assistance with the interview.

Students are encouraged to read the entirety of the guide if they wish; however, it is perfectly reasonable to merely jump to a section of interest in order to save some time.

With this, we will begin our journey together.

# Why Should I get an Internship?

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Walking a fine line between education and a formal job, internships provide a bridge between the student and the professional. In spite of this, it is absolutely fair to ask: Why should I get an internship? After all, the temptation to simply break into the workforce is certainly a valid one. There are three substantial reasons, all of which we will discuss: It helps build experience, it fosters connections, and it is likely required for your major.

The wish to begin working immediately is absolutely relatable – after all, as Honors Scholars, you have worked diligently for your impressive grades and accolades. Perhaps feeling the sting of impending burnout, you are ready to begin a new endeavor. Sadly, the professional world requires experience, and few, if any, employers are willing to accept excellent grades as its equivalent.

In comes the internship to save the day!

As a student, you will likely not be expected to have much experience in your field to attain an internship, but it will serve the purpose of providing said experience for a resume. In addition, it can help students learn skills that are not taught in the classroom, but are nevertheless vital for the workforce.

A second reason rests in all the valuable connections made. Internships allow students to meet and network with each other, as well as seasoned professionals in their fields. Often, an internship can lead to a job offer. Even if that is not the case, it can lead to a connection that can create a winning future professional opportunity. Students can acquire esteemed references and expand their professional web of contacts.

The third reason is perhaps one with which it is least difficult to argue: It may be required for your major. If an internship is mandatory to receive your degree, there is absolutely no way around it! This was likely put in place for one or both of the reasons discussed above, and completing one is designed to help the student succeed once graduated.

## Chapter 1

# The Approach

## Resources

Now that you've made the decision that you absolutely want to get a paid internship to build those valuable connections, pad your resume, and fulfill that graduation requirement, the next step would be to begin the search. The following resources should prove helpful in your pursuit.

### Your Major's Internship Coordinator

Perhaps the first person you should approach when seeking an internship is your major's internship coordinator. This is the professor who teaches the internship course, and depending on the major, the person who holds this position may change semester to semester. For this reason, it's a good idea to check with your major's director first to see which professor would be best to approach. Internship Coordinators are subscribed to mailing lists and have connections within the major that may be inaccessible to the average student, so they may be able to help in particularly effective and unforeseen ways. They may also offer helpful advice when dealing with a particular employer if they are familiar with the company's policies. Overall, this is an invaluable resource, and definitely worth investigating.

### City Tech's Professional Development Center

Your next, or perhaps lateral, stop after speaking with your major's Internship Coordinator should be [City Tech's Professional Development Center \(PDC\)](#). In addition to highly professional assistance with developing your resume, the PDC can also store your newly-approved resume on its database, providing another avenue for job and internship searches. Furthermore, the PDC utilizes Handshake, which allows prospective employers to see student profiles and proactively reach out to students who they believe would be good candidates.

### Job Posting Websites

We've all heard of job search websites, but they can easily be used for finding internships, as well. With helpful filters and keyword searches, these many websites have helped many an intern find their perfect placement.

### Firsthand/The Vault

[The Vault, recently partnered with career-building website, Firsthand](#), is a trusted ranking system for internships across the country. They come in four distinct categories: Most Prestigious Internships, 100 Best Internships, Best Internships by Employment Factor, and Best Internships for Diversity. Carefully chosen, the Vault provides information about each respective company, along with former interns' reviews. This is an absolute gem for any student seeking a good fit.

### A Google Search

Finally, never underestimate a classic Google search! Google's page-sorting algorithm is the most popular in the world for a reason, and can be instrumental in any internship search.

# Ten Internships

While seeking one’s own internships using the aforementioned resources is a worthwhile endeavor, this next section will discuss 10 internships that are particularly appealing, categorized by major and school.

The three major schools and their respective majors at City Tech are:

**School of Arts and Sciences**

- Applied Chemistry (BSc)
- Applied Mathematics (BSc)
- Applied Computational Physics (Bsc)
- Biomedical Informatics (Bsc)
- Chemical Technology (ASc)
- Computer Science (ASc)
- Data Analytics in Economics (BSc)
- Health Communications (Bsc)
- Liberal Arts (AA)
- Liberal Arts and Sciences (ASc)
- Mathematics Education (BSc)
- Professional & Technical Writing (BSc)

**School of Professional Studies**

- Accounting (AASc)
- Business and Technology of Fashion
- Career and Technical Teacher Education
- Dental Hygiene (AASc)
- Dental Laboratory Technology (AASc)
- Fashion Marketing (AASc)
- Health Science (ASc)
- Health Services Administration (BSc)
- Hospitality Management (BTech and AASc)
- Human Services (BSc and AASc)
- Legal Assistant Studies (BSc and AASc)
- Marketing Management and Sales (AASc)
- Nursing (AASc and BSc)
- Ophthalmic Dispensing (AASc)
- Radiological Sciences (BSc)
- Radiologic Technology (AASc)
- Technology Education Teacher (BSc)

**School of Technology and Design**

- Architectural Technology (BArch and BTech)
- Civil Engineering Technology (AASc)
- Communication Design (BFA and AASc)
- Computer Engineering Technology (BTech)
- Computer Information Systems (AASc)
- Computer Systems (BTech)
- Construction Management Certificate
- Construction Management Technology (AASc)
- Construction Technology (BTech)
- Data Science (BSc)
- Electrical Engineering Technology (BTech and AASc)
- Electromechanical Engineering Technology (AASc)
- Emerging Media Technology (MTEC)
- Entertainment Technology (BTech)
- Environmental Control Technology (AASc)
- Facilities Management (BTech)
- Industrial Design Technology (AASc)
- Mechanical Engineering Technology (BTech and AASc)
- Telecommunications Engineering Technology (BTech and AASc)

## Google

Beginning with the School of Arts and Sciences, this prized internship is for our Computer Systems Technology (CST) majors.

Since we just mentioned the Google search engine as an excellent method to seek internships, it stands to reason that we should begin here. Google opened its doors as a page-sorting algorithm called “PageRank” in Menlo Park, California, in 1998. It has since evolved to become one of the greatest technology giants of our time. As such, they prize ingenuity, innovation, and dedication in their employees, whom they fondly nickname, “Googlers.”

As the adage says, “it’s not what you know, but who you know” (though the former is certainly important, as well), so a connection within the company would go a long way. Getting a referral from a present “Googler” would help to secure the coveted interview. It is, however, not a guarantee.

With that said, getting an internship at Google is notoriously difficult, and while this guide certainly cannot promise that this advice will bring that goal into fruition, it can at least try its best to help.

The application process is relatively straightforward. Google’s website has a “careers” section where applicants can filter their preferences. Students would choose the “internship” option, for example, and mark that they’re pursuing an undergraduate degree. They can also state a location preference if they desire to stay in New York City.

Once the application process begins, Google will require a resume, filling out their questionnaire that contains standard job-seeking questions, and an optional cover letter. Although it is option, this is highly recommended, since a competitive company like this one will require hopeful applicants to do all that they can to stand out.

Of note: Students cannot apply for an internship that would take place in their final semester. Google states that all applicants must return to complete the degree once the internship is finished, so please be mindful.

## IBM

Continuing with our CST majors, IBM offers a multitude of excellent programming internships.

One of the most groundbreaking and coveted internship employers for aspiring software engineers is IBM. A leader in quantum computing and artificial intelligence, IBM continues to act as a pioneer in computing through its innovative approaches, from Watson to its publicly accessible quantum computer. Perhaps one of its most appealing qualities to the NYC resident is the fact that unlike many other software giants, IBM’s headquarters is located in New York state. In addition to this, its interns enjoy an average hourly income of \$24.92, which is 83% above the national average, according to [Indeed](#).

Like other industry giants, it offers a variety of different internships through its website, which are easily searchable through its helpful filters. Of particular interest to the CST majors, however, would be the Quantum Engineer Summer Internship and the Software Engineer Internship.

Although the advertisements tend not to ask for a specific GPA, don’t be fooled: They are quite competitive. As with any coding profession, a technical interview is standard, so preparing for one is imperative.

Science Undergraduate Laboratory Internship

The following internship continues the theme of the School of Arts and Sciences, with a focus on science majors. This can apply to anyone in Applied Computational Physics (ACP), Biomedical Informatics (BI), Applied Chemistry (AP), CST – or virtually any major in the science, technology, engineering, and mathematics (STEM) fields at City Tech. Even non-STEM majors can successfully apply, provided they have some scientific research experience and relevant coursework.

The Science Undergraduate Library Internship (SULI) is both competitive and prestigious – but best of all: It offers undergraduate students the opportunity to work alongside and be mentored by the country’s leading scientists in one of its national laboratories. This internship is offered through the U.S. Department of Energy. Candidates can select a first and second choice among the 19 participating laboratories as part of the application process, so it would be a good idea to familiarize oneself with their respective specialties before applying.

If a student does not wish to leave New York, however, Brookhaven National Laboratory – located on Long Island – is one of the choices. All laboratories offer students housing, however, for those curious to spend a semester away in another state.

Internships are paid – interns receive \$600 weekly – and are offered in the Summer, Fall, and Spring semesters. It should be noted that they are full-time, so attending synchronous daytime classes while taking such an internship is unfortunately not an option. Summer internships last for 10 weeks, while Spring and Fall internships last for 16 weeks.

### How to Apply

The Science Undergraduate Laboratory Internships (SULI) Program is now accepting applications for the 2022 Summer Term. Applications are due January 12, 2022 5:00 PM ET. Click [here](#) to apply.

### Application Requirements

- All Applications to the SULI program must be completed online through the online application system.
- The online application system will guide applicants through the application requirements.
- Only complete applications submitted by the deadline will be considered for evaluation and placement.
- Materials uploaded into the application system will provide the sole basis for evaluation.
- The application system is not compatible with smartphones. Completion of applications and letters of recommendation requires use of a computer and web browser.

Video Guides: [Submitting Transcripts](#) | [Requesting Recommendations](#) | [Completing Essays](#)

When applying, candidates must be mindful of the key dates listed on their website, and note that submissions are only accepted until 5 PM EST on the day of the deadline.

Eligible candidates must be full-time students or recent graduates, and must have a GPA of at least 3.0. Candidates must have at least six credit hours in postsecondary courses in STEM disciplines and at least 12 credit hours toward their degree prior to applying.

The application process requires that the applicant submit two recommendation letters and an unofficial transcript through a somewhat unique process, but helpful videos are there to guide the student along the way, as seen in the image.

For the recommendation letter, the student is asked to provide the name and email address of the recommender, and a link is then sent to this address so that the letter can be uploaded.

In order for a transcript to be acceptable, any private information must be hidden: That means no dates of birth or student numbers.

The application itself is relatively standard. It asks about classes, previous laboratory experience and related skills, previous work experience, and four essays. The essays are on the following four topics: Research Experience, Research Interests, Personal Experience, and Professional Goals. They are each capped at 2500 characters, so being relatively concise is important.

Good news for National Society of Collegiate Scholars (NSCS) members! SULI inquiries about honors society memberships in one of its questions, and NSCS is listed among the handful of honors societies that can be selected.

For tips on writing essays, please consult the [essay section](#) of this internship guide!

New York Life Summer Actuarial Internship Program

This is another great opportunity for students majoring in the sciences. A particularly promising internship comes from the New York Life – their summer actuarial science internship. New York Life was founded in 1845, and is currently the third-largest life insurance company in the country.

Preferred majors are in actuarial science, economics, engineering, finance, mathematics, science, and statistics. It is open to both undergraduate and graduate students, so virtually any STEM major at City Tech can apply. This made it a perfect candidate for our science category.

In addition, candidates must have a GPA of at least 3.0, with some knowledge of “modeling packages, programming languages, and spreadsheet/database software.” Strong communication skills are also required.

The internship itself runs for 12 weeks – from May through August – and is offered annually. Although the website states a preference for successful completion of at least one Society of Actuaries exam, this is not a requirement. It may, however, be worth looking into taking such an exam if a candidate foresees actuarial science as a career path, since New York Life states in the internship’s description that it offers the prospect of securing a full-time position with New York Life.

According to the [Bureau of Labor Statistics](#), the job outlook from 2020 to 2030 for actuaries is slated to grow by 24%, much higher than average, and actuaries in the United States enjoy a median salary is \$111,030 annually, so a full-time position would certainly be a lucrative option.

Candidates can apply either through LinkedIn or directly from their website, but must first make an account.



The Metropolitan Museum of Art Internship Program

Moving on to the School of Professional studies, this internship offers attractive options to students engaged in law – specifically the Law and Paralegal Studies major.

Although a cultural icon in upper Manhattan, the Metropolitan Museum of Art boasts a uniquely versatile internship program. For the sake of this guide, we are going to focus on the opportunities for students interested in law, but they offer everything from work in science, to technology, to editing for prospective interns.

Internships are offered year-round, with those in the Summer being full-time, and the Spring and Fall internships requiring 14 hours a week. Once accepted, interns are placed in a department best suited for their experience and interests. For City Tech’s law-inclined learners, this appears to be a good match.

Finance

Government Affairs

The Government Affairs team works at the city, state, and federal levels to maximize the local and federal governments' operating and capital support for The Met and its initiatives. It maintains active relationships with executive and legislative branches at all levels of government; aids the Museum on issues of importance to the institution and to the museum community; and promotes attention to the Museum by local, state, and federal government officials. Interns in this department work on projects such as New York City government partnerships and promotional events. *Government Affairs looks for interns with an interest in nonprofit management, political science, or local government.*

Imaging (formerly Photograph Studio)

The museum offers interns the opportunity to work at the Office of the Vice President, Secretary, and General Counsel, but that is strictly restricted to students enrolled in law school. It may, however, be an opportunity to keep in mind for anyone who chooses to pursue that path.

Applicants are required to attain two letters of recommendation, at least one of which must be academic in nature – so a former or current professor would be ideal. In addition, candidates must fill out a standard questionnaire, submit a resume, and portfolio if applicable.

Manhattan District Attorney Summer Internship

Students in City Tech’s Paralegal Studies program may find this internship to be of particular interest.

For students seeking a paid opportunity to stretch their legal skills, this internship provides a viable option. Interns may be called to analyze documents; assist with investigations, hearings, and trials; and participate in a variety of related activities. Only open to students to have completed at least two years of their undergraduate curriculum, it begins on the first Monday in June and runs 10 weeks.

Summer Internship Program

Depending on the assignment, students may assist in investigations, hearings and trials; prepare, compile and analyze legal and non-legal documents and financial data; perform research, observe witness interviews, participate in community outreach programs and attend trials. The program also includes a variety of educational programs and activities, including a weekly Lecture Series, Brown Bag Lunch Discussions, a Mock Appellate Argument exercise, and a visit the New York City Police Department’s Tactical Training Facility.

- Time Commitment:** Students will be required to work full-time during the ten week program. The program begins on the first Monday in June. There is a weekly salary.
- Eligibility:** College sophomores and juniors are eligible to apply to the summer internship program. Applicants must have completed a minimum of two years of college by the time the internship commences.

Applications open in February, and require a cover letter, resume, and transcript in addition to the standard questions within. Cover letters should be addressed to:

ADA Angie Morelli, Attorney-in-Charge of the College Internship Program  
New York County District Attorney’s Office  
Legal Hiring Unit  
One Hogan Place  
New York, NY 10013

L’Oréal USA Summer Internship

In the School of Professional Studies, this internship would be a great choice for a student majoring in Business & Technology of Fashion.

For the fashion-forward business students at City Tech, L’Oréal offers a summer internship based in its NYC headquarters. For those who have moved away during the pandemic, housing is part of the package, so those who have wandered far from campus need not fret.

The internship lasts 11 weeks, and begins in early June. Although the advertisement states that they favor Finance, Accounting, and Economics majors, this is not a requirement. It is stipulated, however, that applicants for the forthcoming summer’s internship graduate by the following July and be ready for full-time work.

The application, available on L’Oréal’s website, requests basic job-seeking information, along with a resume and an optional cover letter.

JP Morgan Internship Program

JP Morgan offers a variety of internships for anyone in a business-related field.

A long-standing financial giant, JP Morgan’s internships are prestigious and well-coveted, and as such, they are included in this guide. Although the company offers a variety of internships targeting various professions, this section will focus on our business-inclined students.

Like many major financial companies, JP Morgan offers their internships through the “careers” section of their website. For this happy to travel, internships are offered all over the world, but their headquarters are in NYC – so students who wish to stay in the metropolitan area can feel free to do so.

The filters on JP Morgan’s main website are clear and user-friendly, narrowing the aspiring applicant’s choices by location, education, and area of interest. For this, particular employer, it is best to check periodically.

The New York Times Summer Internship Program

This internship is an excellent option for those in the School of Technology and Design, since its offers correspond to many of the majors.

A curiously appealing opportunity for business students comes from a seemingly unlikely source: The New York Times. Associated with award-winning journalism, one would expect to find a newsroom program for prospective reporters, but that has become a year-long fellowship. Instead, a 10-week summer internship is offered for students in technology, advertising, data, marketing, and product and design.

As such, it would be an excellent opportunity for students with majors communication design, computer engineering technology or a minor in business.

It must be noted, however, that this paid internship is only available for current student, and not recent graduates, so all hopeful candidates must be mindful to apply before graduation.

Positions appear periodically on their website, and are typically around for four-week periods. They also recommend that prospective applicants favorite the company on Handshake for important updates regarding this opportunity.

NYC Department of Transportation

This particular collection of internships would be also useful to students in the School of Technology and Design. Students majoring in Mechanical Engineering Technology, Electrical Engineering Technology, Construction Technology, and Telecommunications Technology may be especially interested.

The NYC Department of Transportation offers internships in a variety of engineering discipline, including electrical mechanical, civil, and construction, which works wonderfully with the majors offered at City Tech. Interns are matched with a senior professional in their respective fields and paid \$17.50 an hour for 37.5 hours of work a week.

To apply, students are encouraged to visit the [StateJobsNY](#) website, and search for “Engineering Intern” or “Student Assistant.”

Applicants will also be required to submit an unofficial transcript, as well as a resume and letter of interest, so those sections of this guide may be of particular interest for those who wish to apply for this internship.



## Chapter 2

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# Putting Together an Application

Now that you've found a few worthwhile internships that pique your interest, it's time to begin putting together your application. Some internships will require essays, while others may ask for a resume and cover letter; a few may even want letters of recommendation. Occasionally, you'll find some that want all four. In this section, we will discuss successful approaches to putting together an impressive application to help successfully gain an interview.

## Essays

Although not required by all prestigious and paid positions, this requirement is relatively common in internships that open doors to graduate school, like national laboratories. For those who wish to pursue advanced degrees, this is an excellent skill to develop, because it can transfer to scholarship and graduate school applications.

It helps to carefully read the prompt, to ensure that the question asked is sufficiently answered, since it can be so easy to get lost in the narrative of creative flow that the original purpose of the essay falls by the wayside. Most importantly, however, it is imperative to speak your truth.

Your experience on this Earth is unique to you, and no one else – by definition – had it. Bringing that authenticity into your essay can help the prospective interviewer get to know the person behind the screen – the struggles, joys, ideals – that shape the author. Please remember that interviewers hire people, not GPAs or extracurricular activities, so this is your opportunity to really show them who you are.

It can lead to a beautiful moment of connection between both parties – the applicant and the prospective employer – which help them see what a good fit this arrangement can create. Additionally, even honors students have extenuating circumstances that may have reflected poorly on certain grades. This, therefore, becomes the chance to tell the story and help the reader see the ordeal from the eyes of the student.

Essays are a marvelous opportunity for us to allow our humanity to shine onto the page.

## Recommendation Letters

Some internships require recommendation letters, and they become a vital part of successfully landing an interview. It's important to choose your recommenders wisely – ones who know you and your relevant accomplishments. To do this, however, it's important to first establish relationships.

Typically, internships that require letters of recommendation will ask for two or three. It's advisable to have them come from different types of sources. For example, one can be a professor, another an employer, and a third can be a mentor.

This is particularly important because each can showcase a different aspect of your personality. An employer would likely see a different side of you than a professor, and each would be able to write about their respective experiences.

To gain these letters of recommendation, however, students would have to first develop relationships to allow their prospective recommenders to get to know the wonderful people they truly are.

Honors Scholars students have a unique opportunity to do this through an Honors in a Regular Course project! Regardless if the discipline is in the sciences or the humanities, students who undertake such a project work closely with a mentor for weeks to develop something original and valuable together. During this experience, both parties bond, and the personality and accomplishments of the student becomes much more apparent, allowing the mentor to gain a sufficient understanding to craft an excellent letter.

Research opportunities through City Tech's Undergraduate Research programs allow students in a variety of disciplines to spread their metaphorical wings and to truly explore burgeoning developments, contributing to advancements in their chosen fields. As captivating as it is illuminating, conducting undergraduate research will not only enrich students' inner world, but also their professional contacts and resumes.

A particularly notable bonus is that the mentor for the research can also work as a highly suitable recommender!

Indeed, City Tech students – and Honors Scholars in particular – have vast opportunities to explore, to connect, and to network with professors who would be delighted to recommend them for an internship of their choice.

After you've written your essay, make sure to thoroughly proofread it. Since we often overlook our own typos, it's a good idea to visit the City Tech Writing Center and seek the help of one of the college's talented tutors. In addition, it wouldn't hurt to show it to family, friends, or perhaps even a mentor or two if they happen to volunteer. An extra pair of eyes never hurts.

# Resumes

This is perhaps the most requested document on any – through absolutely not all – internship applications. For this reason, this section will highlight not only what makes a good resume, but how to adapt it for different internships. To do so, we will introduce a persona.

Meet Luna Terra Solis, a CST major, who is following the software development track and minoring in business. She has a stellar 3.85 GPA, is City Tech’s NSCS Chapter VP of Social Media, and is an avid gamer. She is also a voracious reader and active member of Honors Scholars.

She will tailor her resume for internships in three different fields: research, computer science, and business.

For the first resume, Luna takes aim at a software company, highlighting her experience as a student gaining her Bachelor of Technology in Computer Systems Technology.

For the second, she will apply as to a business internship, highlighting the acumen she developed through her minor.

For the third, she will instead choose a scientific approach and apply to intern as a science student, whose excellent computer programming background will help her succeed.

Please pay particular attention to the way her resume changes depending on her target audience. A strong resume makes good use of action verbs and quantifies accomplishments. Notice how this was done by Luna for her three chosen fields.

## Software Engineering Internship Resume

Below, you will find Luna’s resume for a software engineering internship, seeking the role of a software engineering intern.

LUNA T. SOLIS

Brooklyn, NY | (718) 555-5555 | luna.t.solis@gmail.com

SOFTWARE ENGINEER

Software Development | Machine Learning | Data Science

EXPERIENCE

Computer Science Tutor

New York City College of Technology, CUNY – Brooklyn, NY9/19 - Present

- Designs unique plans catering to students’ individual needs.
- Mentors students, helping improve grades and overall performance by an average of 25%.

Research Intern

Brookhaven National Laboratory (SULI) – Upton, NY6/21 – 8/21

Using Machine Learning to Study Nuclear Decay

- Interpreted over 200 datasets using statistical methods.
- Helped improve simulation efficiency by 25%.

EDUCATION

Bachelor of Science in Computer Systems Technology, Business Minor

The New York City College of Technology, NY

GPA: 3.856/23

HONORS PROJECTS

Problem Solving in Python – Application Development with Databases9/21 – 11/21

- Worked in a team to design a mobile application help students address problem areas in introductory Python course.

RELEVANT SKILLS

- Python
- Microsoft Office Suite

- Java
- SQL

- C++
- Linux

Computer Science Research Internship Resume

Here, Luna will attempt to get a computer science researcher internship at Google. Notice how she emphasizes her previous research experience, while excluding that which does not for this position. Very special thanks to Prof. Tamrah D. Cunningham for allowing her name to be used to conduct a fictional project.

LUNA T. SOLIS

Brooklyn, NY | (718) 555-5555 | luna.t.solis@gmail.com

COMPUTER SCIENCE RESEARCHER

Software Engineering | Machine Learning | Data Science

EXPERIENCE

Computer Science Tutor

New York City College of Technology, CUNY – Brooklyn, NY9/19 - Present

- Designs unique plans catering to students' individual needs.
- Mentors students, helping improve grades and overall performance by an average of 25%.

Research Intern

Brookhaven National Laboratory (SULI) – Upton, NY6/21 - 8/21

*Using Machine Learning to Study Nuclear Decay*

- Interpreted over 200 datasets using statistical methods.
- Helped improve simulation efficiency by 25%.

Research Assistant

New York City College of Technology, CUNY – Brooklyn, NY2/21 - 4/21

Emerging Scholars Program – Mentor: Professor Cunningham  
*Codependency and Toxic Relationships: Depicting Romance in Video Games*

- Analyzed the recurrent nature of the manifestation and development of unhealthy romantic motifs in over 20 games, culminating in a research paper and a conference poster presentation.

EDUCATION

Bachelor of Science – Computer Systems Technology Major (Business Minor)6/23

*The New York City College of Technology, NY*

GPA: 3.85 • Anticipated Degree – December 2021 • Dean's List: May 2020- Present

HONORS PROJECTS

Problem Solving in Python – Application Development with Databases9/21 – 11/21

- Worked in a team to design a mobile application help students address problem areas in introductory Python course.

RELEVANT SKILLS

- Python
- Microsoft Office Suite

- Java
- SQL

- C++
- Linux

Business Internship Resume

Here, Luna will amend her resume and try her hand at a business internship, seeking the position of a business analyst intern at JP Morgan.

LUNA T. SOLIS

Brooklyn, NY | (718) 555-5555 | luna.t.solis@gmail.com

ANALYST

IT | Analytics | Business Management

EXPERIENCE

City Tech's NSCS Chapter VP of Social Media

New York City College of Technology, CUNY Chapter – Brooklyn, NY1/20 – Present

- Chiefly responsible for all marketing of the honor society chapter events.
- Graphic design, promotion, and distribution of workshop materials.
- Helped increase participant attendance by over 20%.

Computer Science Tutor

New York City College of Technology, CUNY – Brooklyn, NY9/19 - Present

- Designs unique plans catering to students' individual needs.
- Mentors students, helping improve grades and overall performance by an average of 25%.

EDUCATION

Bachelor of Science in Computer Systems Technology, Business Minor

The New York City College of Technology, NY

GPA: 3.85, Dean's List

6/23 Expected

5/19 – Present

HONORS PROJECTS

Problem Solving in Python – Application Development with Databases

9/21 – 11/21

- Worked in a team to design a mobile application help students address problem areas in introductory Python course.

Women in Leadership – Business Management

2/21 – 4/21

- Crafted initiatives to help women thrive in business leadership by analyzing trends in existing data and isolating key variables that lead to success.

RELEVANT COURSEWORK

- Business Law
- Finance
- Macroeconomics

- Business Management
- Accounting

RELEVANT SKILLS

- Python
- Microsoft Office Suite

- Java
- SQL

- C++
- Linux

# Cover Letters

A cover letter is perhaps the first glimpse a perspective employer may get of an applicant’s personality. This is an opportunity to breathe life into the resume and to make a strong case for being a perfect candidate for the internship. A good cover letter should ideally connect the candidate with that which the company is seeking, effectively presenting the missing puzzle piece. For this reason, it becomes important to speak authentically, and to truly dig to find that connection.

A good way to do this is to study the company’s core values and mission statement. If the company values innovation and you seek to explore new scientific frontiers through your research, this would be an excellent way to connect to a core value. If the company’s mission statement seeks to benefit the world through charitable acts, highlight your own commitment to community service.

Overall, this connection should be genuine, because you also want to see if this internship is right for you. In that sense, you are researching the company for two reasons: to see if they would be a good fit for you, and to see if you would be a good fit for them. Your own comfort and happiness are as important for success as your ability to do the work.

Once established that this company fits your own internal value system, then seek a genuine connection and highlight it in your cover letter, along with the accomplishments that you feel would make you an excellent candidate. Notice how Luna does precisely that.

## Software Engineering Internship Cover Letter

To: [Hiring Manager]  
From: Luna T. Solis  
Date: [Today’s Date]  
Subject: Data Science Internship

Dear [Hiring Manager],

I was excited to learn about the Data Science Intern position on your website, and I am submitting my resume for your consideration.

I am presently in my junior year at New York City College of Technology (City Tech), majoring in computer systems technology and minoring in business. In addition to this, I spent a summer in Brookhaven National Laboratory as a machine learning intern, studying nuclear decay. I have experience in data mining, regression, and neural networks, which I feel would make me an excellent addition to your company

In addition to this, I feel compelled by your mission statement – “to lead in the creation, development, and manufacture of the industry’s most advanced information technologies.” Whether engaging in research or completing an honors project, I always felt the need to express originality in my work – to bring new ideas. This pioneering spirit is exemplified by IBM and its mission, and especially through inventions like Watson and IBM’s famous quantum computer, generously available for public use.

Your mission statement goes on to say “We translate these advanced technologies into value for our customers through our professional solutions, services and consulting businesses worldwide.” This resonates with me on a profound level, as well, since I feel a tremendous need to prioritize the client. As a computer science tutor, my primary motivation is helping my students thrive in their classes. Furthermore, my honors project for my Application Development with Databases class, I created an application with my mentor to help identify and solve problem areas for first-year Python students.

For these reasons, I feel I would be an excellent fit for your company. Thank you for your time and consideration. I look forward to hearing from you. Please be well.

Sincerely,

Luna T. Solis  
(718) 555-5555

Enclosure: Resume

Computer Science Research Internship Cover Letter

To: [Hiring Manager]  
From: Luna T. Solis  
Date: [Today's Date]  
Subject: Computer Science Research Internship

Dear [Hiring Manager],

I was delighted to learn about the Computer Science Research Intern position on your website, and I am submitting my resume for your consideration.

I am presently in my junior year at New York City College of Technology (City Tech), majoring in computer systems technology and minoring in business. In addition to this, I spent a summer in Brookhaven National Laboratory (BNL) as a machine learning intern, studying nuclear decay. I have experience in data mining, regression, and neural networks, which I feel would make me an excellent addition to your company. As a student part of whose research relies heavily on the use of your search engine and the access to papers it provides, I relate deeply to your vision statement – “providing the world’s information with one click” – and aim to help develop it.

Google is a pioneer in software, artificial intelligence, quantum computing – and to be a part of this vast development would be a privilege. Whether engaging in research or completing an honors project, I always felt the need to express originality in my work – to bring new ideas. In addition to my work in BNL, I worked on a research project with my mentor, Prof. Tamrah D. Cunningham, analyzing the pervasive role of toxic relationships in video games, as I believe that we should always strive to do better.

Perhaps what resonates with me most is Google’s motto – “do the right thing.” This has been a driving force throughout my life, as I always aimed to have my behavior match my convictions – whether it came to helping my younger sisters with their homework, to formulating individualized plans as a computer science tutor to help my students succeed. Earlier this year, I created an application with my mentor to help identify and solve problem areas for first-year Python students as an honors project for my Application Development with Databases class.

For these reasons, I feel I would be an excellent fit for your company. Thank you for your time and consideration. I look forward to hearing from you. Please be well.

Sincerely,

Luna T. Solis  
(718) 555-5555

Enclosure: Resume

Business Internship Cover Letter

To: [Hiring Manager]  
From: Luna T. Solis  
Date: [Today's Date]  
Subject: Business Analyst Internship

Dear [Hiring Manager],

I was overjoyed to learn about the Business Analyst Intern position on your website, and I am submitting my resume for your consideration.

I am presently in my junior year at New York City College of Technology (City Tech), majoring in computer systems technology and minoring in business. In addition to this, I spent a summer in Brookhaven National Laboratory (BNL) as a machine learning intern, studying nuclear decay. I have experience in data mining, regression, and neural networks, which I feel would make me an excellent addition to your company, as the world is becoming increasingly computational, and these are valued skills in any professional in a business setting.

JP Morgan is a giant in the financial industry, living up to their mission statement, “to be the best financial services company in the world.” This strive for excellence resonates with me deeply, as I have always sought to be the best version of myself, reaching the best of my potential. Thus far, I am pleased with the results, but I could always do more. I hold a GPA of 3.85 out of 4.0, have been on the Dean’s List since my first semester, and have conducted research at one of the most prestigious laboratories in the world.

But achievements alone are not what create success, or what it means to be “the best.” To truly exemplify this, we must strive to leave the world better than how we find it. It was for this reason that I completed an honors project for my Business Management class for which I studied the expanding role of women in business, the potential root causes of pervasive inequities, and potential solutions.

It is for this reason that I feel so motivated by JP Morgan’s vision statement, “aspire to be the best; execute superbly; build a great team and a winning culture.” Being the best truly requires teamwork and cooperation – thus, we can become “the best,” together, by becoming the best, most helpful, most harmonious versions of ourselves. I endeavor to live these ideas as a computer science tutor, when formulating individualized plans to help my students succeed, and when I help my younger sisters with their homework – because when we help each other, we all benefit.

For these reasons, I feel I would be an excellent fit for your company. Thank you for your time and consideration. I look forward to hearing from you. Please be well.

Sincerely,

Luna T. Solis  
(718) 555-5555

Enclosure: Resume



## Chapter 3

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# The Denouement

## Interview Tips

Your resume, cover letter, essays, recommendation letters, or any combination of the four impressed the recruiter, and now they want to bring you in for an interview. In this chapter, we are going to explore various strategies for successful interviews.

### Dress to Impress

It's a commonly held belief that interviewers begin judging their prospective hires long before any conversation takes place – and a lot of this is visual. Always take care to have a neat, professional appearance when arriving to an interview. With that said, what is considered “professional” may vary by industry, so it becomes equally important to research the company culture. Where one company may expect a three-piece suit, another would be considerably more comfortable with business casual.

In some cases, this may be difficult – especially if a company is relatively new and does not yet have a strong online presence. In this case, business professional would be a good, safe option.

### Be Punctual!

Few business blunders leave as heavy an impact as tardiness. Not only would it likely annoy the interviewer, but it can leave you feeling stressed, frazzled, and sap away the requisite confidence to perform well. Therefore, make sure to study the route beforehand, and arrive at least 15 minutes early. This will help you get settled and calm yourself before the process starts. If your interview is virtual, be sure to check your connection to avoid any last-minute mishaps.

### Mind Your Background for Virtual Interviews

Even before the pandemic, the professional world was becoming increasingly digital as remote work dawned with its particular brand of appeal. When the world largely went into lockdown in 2020, Zoom interviews became the new normal, and thus developed their own etiquette. While it became considerably easier to be prepared and punctual – in a virtual interview, there is no commute, after all – other concerns crept up.

One of particular importance is to take care that the background presents the interviewee's desired appearance. What this essentially means is that it should be tidy. Although it is not strictly necessary to have it be completely neutral – after all, a piece of art or furniture could help the interviewee's personality shine through and start a conversation – it must nevertheless augment the interviewee's professional appearance.

### Research the Company Beforehand

Prospective employers respect preparation, and this lets them know that your interest in the company is genuine, and that you're willing to put in the necessary work to be adequately prepared.

Be Prepared, but Keep an Open Mind

While it’s absolutely a good idea to research stock questions interviewers may ask, it also pays to be present, in the moment, and actively listening since the conversation may take a surprising turn, allowing both you and your interviewer to address less conventional topics and questions.

Of course, be prepared to answer questions like the following:

Why do you think you would be a good fit for this company? *(Hint: This is why it is important to research it beforehand – it can help you connect the company’s values with your own.)*

What is your biggest strength? *(Hint: This should be useful for the specific job to which you are applying.)*

What is your biggest weakness? *(Hint: Try to spin this in a positive way, and most importantly, it should absolutely not be something that prevents you from performing this specific job.)*

Always Ask Questions

This is important because it shows the interviewer that you are engaged and interested. Although the best questions can arise in the moment just through being a good listener, a particularly good one is:

What would my typical day be like?

This is a good opening question for two reasons. Firstly, it can be applied to almost any position. Secondly, it is likely to lead to follow-up questions, as the interviewee will become more familiar with the ins and outs of the internship.

Ultimately, it can begin a conversation, which hopefully leads to good rapport between both interlocutors.

A Tidbit about Technical Interviews

Programmers, as many CST majors know, experience a secondary type of interview that seldom exists in other professions – the technical interview. Here, prospective employers give internship hopefuls a kind of test – a practical exam to test their knowledge.

Some of these may ask an interviewee to solve a puzzle in pseudo-code. Others may utilize a specific programming language to perform a task. Happily, there are resources available to help students succeed in technical interviews.

Yale University offers an abundance of [resources](#) to help students, with recommendations on textbooks and guides.

Another popular resource along students is [LeetCode](#), a platform designed to help users prepare for technical interviews. In addition to its database of free problems, it also has an active community willing to help aspiring programmers with inquiries.

# With Sincerest Gratitude, Some Final Words

**A**nd now, we've come to the end of the Paid Internships Guide! I want to thank each and every one of you for being on this journey with me. What began as my own internship concluded as a journey of self-discovery, as I researched the various methods through which a student can obtain a longed-for internship, facilitated the workshop, awaited feedback, and finally put this guide together. It was a team effort, and would not have been possible without the work of Dr. Lansiquot and Christopher Navarrete. We combined our talents, ideals, and efforts to bring you this tool that we hope will make you successful in your professional endeavors.

With that, I want to leave you with some parting words.

Ultimately, the prospective employer is not hiring a GPA or a set of accomplishments or perfection neatly wrapped in a box. They are seeking individuals, the humans behind the words embossed on a resume – the enduring spirit compelled to type the words that captivate them on the page. They want to see the real you.

Please celebrate yourself, because you are who they are seeking. Embrace your authenticity. Find clubs that speak to you, Honors events that move you, get involved in causes that motivate you, learn your heart's desire and strive to fulfill it. Be active. If you're a member of NSCS, become more involved. If you feel moved make a difference in the world, write about it, and get your work published. Your professors and mentors are here to support you, so show them how.

There will always be expectations of what constitutes an “ideal” candidate, and what undergraduate credentials said candidate must have, but recruiters will want to see more than what is on paper. Your true self – your unique self – cannot be imitated by anyone on this planet, and it is always wise to let this authentic self be visible through one’s actions, one’s club involvements, one’s written work.

With that said, the most authentic self within me is genuinely glad for the opportunity to present this handbook for your use and consideration. I am sincerely grateful to all who made this a possibility and especially those who will find good use for it in the future.

And so, the most authentic me thanks the most authentic you. I hope this guide will bring you success and joy.



## About the Author

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**O**lga Privman is a particle dashing through the cosmos on our shared organic spaceship, the “Pale Blue Dot.” She is an alumna of City Tech, with two Bachelor of Science degrees -- in Professional & Technical Writing and Applied Computational Physics. Her heart often finds its way back to physics and astronomy, so she weaves its influence into the whimsical children’s literature that she writes, and she is truly appreciative of City Tech for allowing her to develop both passions via its majors. She is enormously grateful to City Tech and the Honors Scholars Program for giving her the opportunity to write this handbook for its students, in hopes that it would help them find profound success. To breathe joy into her life, Olga writes and performs, and seeks to share the contagious bubble of mirth and joy at every opportunity. She consistently finds herself in awe at the human spirit, and genuinely hopes her contributions positively impact this planet and its inhabitants.