

Maine Future Business Leaders of America Internship Guide

By Max Provencher, EB Hoff & Rhayna Poulin



Disclaimer

Please note that this guide is meant to serve only as a reference. The information is subject to change and should be taken only as such. This guide in no way guarantees that any student who applies will get an internship or that the internships mentioned on this list are legally binding and still available. All the information in this guide should be taken as a reference only and not as a statement of fact. The terms and conditions of the internships are ongoing and can change. Maine FBLA, FBLA PBL, The State of Maine FBLA Board, Maine FBLA State Advisors, and all other people, agencies, organizations, and companies involved are in no way liable or subject to suit or legal compensation for any repercussions and or outcomes of reading this reference guide.

What Are Internships?

- An internship is a short term job with a focus on gaining career experience. Most companies offer them to students or young individuals to provide them with a learning opportunity while at the same time having them contribute to the success of the business or organization. Internships are generally far more flexible than an ordinary job. Most interns get to choose their hours and how much they work. Some interns get to determine what they work on and with whom they work. In summary, an internship is a short term job with an organization that gives students or individuals relevant career experience and exposure to their chosen field, while still remaining flexible on hours.

Why Are Internships Helpful?

- Internships serve many different purposes, but one of the primary reasons people obtain internships is to acquire relevant career experience. Many jobs after college require internships as a prerequisite and starting early can give you an edge over your competition in applications, both for jobs and for college. Internships can also be very useful in helping you decide what you do and don't like; this will ultimately help you to make a career decision. Beyond experience and career path development, some internships can help you to generate some extra income. Internships don't always provide pay, nor do they always pay as much as a regular job, but some do provide monetary compensation. Additionally, an internship is a great way to network with individuals within and outside of the organization. There are always countless opportunities to interact with and network with employees throughout the company, clients, and friends of the organization. One final benefit of internships is the interpersonal skills that you can gain. Working as an intern can strengthen your communication, team work, speaking, and other relevant skills to help you become more successful in school and in life.



shutterstock.com • 465704586

How To Get An Internship

- Not all internships are created equal and not everyone has the same opportunities. Living in a rural state like Maine makes it harder to find listed internships on sites like LinkedIn, Indeed, and Glassdoor. However, there are many opportunities available in the state; that being said, it will take time and effort to find one that you are interested in. Keep in mind that even if you cannot find a listed internship, it never hurts to ask around at various organizations. Many companies are more than willing to have an intern if it is the right person with the right skill set.
- After you decide what internship you should apply for or what company you are interested in, the first step is to contact them. Even if there is an online application, still make an effort to call or email the organization to let them know that you are interested and would like to apply. After you reach out, make sure that you have everything you need to be successful. Do not apply to an internship if you can not meet the requirements.
- Ensure that your resume is up to date and reviewed by a mentor or friend.
- Ask someone to write a letter of recommendation on your behalf.
- Create a reference list to give to the organization.
- Clean up your social media to reflect a more professional tone.
- Create a LinkedIn profile to show your professional aptitude.
- After everything is in order, the next step is to submit everything and wait to hear back.



The Interview

- The next phase after the application is the interview process. In preparation for an interview make sure to write down your answers to common interview questions, find a nice place to set up if it is virtual, wear professional clothing whether virtual or in person, and lastly make sure that you practice with a friend or family.
- Possible Interview Questions
 - Can you tell me a little about yourself?
 - How did you find out about this job?
 - Why do you want this job?
 - What are your strengths?
 - What are your weaknesses?
 - Why should we hire you over other potential employees?
 - What type of job experience do you have?
 - What other jobs are you applying to?
 - Why are you leaving your previous job?
 - Where do you see yourself in 5 years?
 - For more questions I recommend:
 - <https://www.monster.com/career-advice/article/100-potential-interview-questions>
 - <https://www.indeed.com/career-advice/interviewing/top-interview-questions-and-answers>
- If you can do everything listed here you will be in good shape and on your way to becoming an intern.

Additional Tips

- When calling, do not just ask if there is a position, present yourself and make it clear that even if there is not a position advertised you would be interested in working something out.
- Have a list of qualities and skills that would be helpful and try to say them during the first call about the job and especially if you get called back
- Remember to call back if it has been a few weeks and or if you want to know more about where they are in the process, or if you have any additional questions
- Make sure everything is spelt correctly and proper grammar is used in all correspondence
- Have at least three references prepared
- Look presentable during the interview with (at minimum) business casual attire.



Email Templates & Letters

- Initial Contact Template for Non-Listed Internship

- Dear Mr./Ms. Doe, My name is John Doe and I am interested in interning at your organization. I currently attend high school as a junior, and have previous job experience that can help me in this role. I have always wanted to work in the healthcare field, but don't know in what capacity. An internship at your organization will allow me to gain real world experience and get exposure to the healthcare field. While being an intern would be beneficial for me, I also want to help your organization grow and succeed to the best of my ability. I am more than willing to learn what it takes to be an informed and contributing member of your team. Attached is a copy of my resume along with a letter of recommendation and my current references. I look forward to speaking with you about this matter in detail.

- Initial Contact Template for Public Listing

- Dear Mr./Ms. Doe, My name is John Doe and I found an application online for a position as an intern at your organization. I am very interested in applying for this position but had a few questions about the time commitment, roles, and responsibilities. Is this position full time or part time? Who would I get to work with within the company? And lastly what would my day to day tasks look like? Aside from these concerns, the position fits well with my skill set and I know I can be a valuable asset for your organization. I am more than willing to learn what it takes to be an informed and contributing member of your team. Thank you for your time and consideration, I look forward to speaking with you.



Knowledge quiz

- What questions could you be asked during an interview? Select all that apply.
 - What relevant experience do you have?
 - What are your strengths and weaknesses?
 - What's your Harry Potter house?
 - Where do you see yourself in five years?
- Sally has a virtual interview. What should she do to prepare for it?
 - Dress professionally.
 - Find somewhere clean and quiet to sit in.
 - Practice with her family or friends beforehand.
 - All of the above.
- True or false: If a company does not list internships, you have no chance of interning for that company.
TRUE **FALSE**
- Number the steps of applying for an internship in the correct order:
 - _ Call or email the company or organization you wish to intern for.
 - _ Gather relevant materials, such as your resume, references, and cover letter.
 - _ Do research to determine what company or organization you wish to intern for.
 - _ Fill out an application (if one exists).

5. The application John is filling out asks for a resume. However, he does not currently have a resume. What should he do?
 - a. Sit and cry.
 - b. Google a solution to his problems.
 - c. Use the example resumes in the Maine FBLA Internship guide as a reference for developing his own.
 - d. Sit and cry, but this time he's also eating food.

6. How many recommendations should Sarah include with her application?
 - a. 1.
 - b. None. Who cares what other people think about Sarah?
 - c. At least two.
 - d. 5. Maybe 6, just to be safe.

7. ***BONUS QUESTION*** Who should the recommendation(s) be from?
 - a. Sarah's mom. No one knows Sarah better than her, and she writes glowing reviews.
 - b. Sarah's friends. They spend a lot of time with her, so they'll know important stuff.
 - c. Adults not related to Sarah who can vouch for her character, work ethic, or work experience.
 - d. A celebrity she asked on Twitter to give her a good recommendation.

Example resume

HIGH SCHOOL STUDENT RESUME

Youremail@gmail.com

Phone

City, State

LinkedIn URL, Website

Motivated student (3.6/4.0) who demonstrates strong work ethic and creative ability. Seeking to apply my graphic design skills and artistic drive as a summer intern at your company. Will leverage proven experience as a competent designer to contribute to company goals and needs.

EDUCATION

Santa Monica High School, Santa Monica, CA

Senior

- **GPA:** 3.6 / 4.0
- **Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- **Honors:** Member of the National Honors Society and National Art Education Association
- **Clubs:** Yearbook Club, Santa Monica Newspaper, Spanish club

MAJOR ACHIEVEMENTS

Yearbook Club*Yearbook Design Team Lead**2015 - Present*

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%
- Arrange all club photos and pages to correspond to yearbook theme
- Trained and supervised 2 sophomore students in graphic design

Santa Monica Newspaper*Graphic Designer**2015 - Present*

- Procured advertising for school paper, saving organization 25% in costs
- Edited and curated photos used for school paper; increasing readership by 15%
- Custom design page layouts to fit articles, photos, and advertisements into strict format
- Contributed to school's online publication by designing page layouts to accommodate mobile screens

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver
- Great photographer
- Keen eye for aesthetics with good understanding of image gradients
- Intermediate speaking level in Spanish

AWARDS, HONORS, AND HONORARY MENTIONS

- Nominated for Macmillan Prize for Illustration in 2016
- Submitted artwork to Ocean Awareness Student Art Contest 2016
- Came in 2nd place in the Applied Arts 2016 Student Awards for submitting graphic design work under the category of Advertising

How We Can Help

- Maine FBLA created a special committee called the Internship Committee to help FBLA members obtain internships. We have created this guide along with a page on MaineFBLA.org, and a video overview available on youtube and Instagram to help FBLA members obtain internships across the state. If you need additional help or are interested in more information please contact mefbla@gmail.com with “Intern” as the subject line and a member of the Internship Committee will get back to you.

Contact Information of Committee Members

- Max Provencher
 - Instagram: Provencher4pres
 - Email: provencher22@rsu20.org
- Rhayna Poulin
 - Instagram: rhayna.poulin
 - Email: 21rpoulin@kidsrsu.org
- EB Hoff
 - Instagram: eb_not_evie
 - Email: hoffe@sad44.org

Social Media:



@mefbla



Maine State FBLA



mfblla



@MEFBLA

Knowledge Quiz Answers:

1. A, B, D
2. D
3. False
4. 3, 4, 1, 2
5. C
6. C
7. C