

# FIND OR CREATE YOUR OWN INTERNSHIP (OR JOB)!

*Tips and steps for finding opportunities that suit your interests.*

**Subscribe to BCOP!** Weekly information about new job and internship postings both local and national/international, plus reminders about deadlines: <https://www.lists.reed.edu/mailman/listinfo/bcop>

**Log in to IRIS for privileged access to job information.** <https://iris.reed.edu/careerindex.taf>

IRIS also has: -Alumni career network

-NIC InternshipLink

-Jobs database (on- and off-campus positions)

-Vault Career Library

**Research Reed funding options!** Opportunities include Davis Projects for Peace, McGill Lawrence awards, Elizabeth Ducey grants, Kaspar T. Locher grants, Opportunity Grants, and others: <http://www.reed.edu/academic/studentgrants>

## Read and Research!!!

-Search the Career Services Library catalog and come in to check out books:

<http://info.reed.edu/career/library.taf>

-Target geographical areas and read the press local to that area:

[http://www.bizjournals.com/\[name of city\]](http://www.bizjournals.com/[name of city])

-LexisNexis Academic (Company): <http://www.lexisnexis.com/>

**Research NSF REU opportunities in math and the natural and social sciences:** [http://www.nsf.gov/crssprgm/reu/reu\\_search.cfm](http://www.nsf.gov/crssprgm/reu/reu_search.cfm)

**Pay attention to seasonal opportunities!** Seasonal targets (hotels and resorts, local and state Parks and Recreation programs, educational enrichment programs for youth, camps and special population programs, museums, and hospitals) are all great resources for seasonal employment.

**Network, network, network!!!** Talk to parents, parents' friends, professors, fellow students, old acquaintances, people at businesses you frequent... network!!

**Visit Career Services!** 8:30 a.m. - 5:00 p.m. Monday - Friday, with special resume drop in hours from 12:00 - 1:00 p.m. daily, and Wednesday nights from 5:00 p.m. - 7:00 p.m.

**The only three things you need to know, from Don Asher '83:**

**-You get jobs by talking to people;**

**-You need 100 leads at all times;**

**-Look for work in channels.**

*If you need to receive academic credit for your internship, contact a community college. The contact for PCC's Cooperative Education program is George D. Knox: (503) 977.4475 or [gknox@pcc.edu](mailto:gknox@pcc.edu)*



<http://web.reed.edu/career/>

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