

VCU Career Services

How to Find an Internship in 2025

A beginners guide on how to obtain an Internship for students

Click the [highlighted](#) sections to find more internship search resources.

[Internships](#) are an excellent opportunity to learn and gain skills in an organization before committing to a full-time job.

Why you should experience at least one internship in your college career:

1. Having more than a high GPA is needed to obtain a job.
2. Employers look for experience on a student's resume such as communication, problem-solving and administrative skills, which can be developed through internships.
3. VCU can help support you and your internship needs through the Internship Funding Program.

When to Apply

The hiring process for an internship or entry level position takes **90 days**. Beginning with applications to interviews to offers to onboarding for the new position.

Key tip: Start looking for internships the semester before you want one.

When to apply for...

For Summer: Early February

For Fall: May

For Spring: November

How to Find a Internship

1. Figure out **what** kind of internship you want for your career. Decide on the type of **experience** you want to obtain.
2. Start the **search** process the **semester before** your desired time frame.
3. Make sure all of your job application documents are up to date and tailored to the internship you are applying to: **Resume, Cover Letter**, online job profile (**LinkedIn, Handshake**)
 - Visit Career Services located in the Student Commons to have a career counselor look over your documents before you apply.
 - Set up a time to meet with **Career Services** through [Handshake](#)
 - **Appointments** available between 8 am - 5pm Mondays through Friday.
4. **Attend** in-person **career fairs**
 - Visit **Handshake** to discover when **VCU's Career Fairs** occur each semesterBefore attending remember to:
 - **Research** employers
 - **Prepare** application materials
 - **Dress** for the job you want
 - Introduce yourself
5. **Source** out ways to **fund** your internship.

VCU Internship Funding Program

The VCU Internship Funding Program helps fund student's supplement costs for travel, housing, childcare, and supplies for your Summer internship.

How to Fund Your Internship

- See eligibility for the [Internship Funding Program](#).
- Check the [VCU Scholarship HUB](#) for options.
- If applicable, contact your employer to see if additional funds are available, although not guaranteed, to support you in your internships.