

## Internship Planning While Overseas

Finding an internship while overseas will take a bit of extra effort on your part, but with proper planning, you can make contact with recruiters from around the globe.

### Planning your internship search while overseas...

- Do not postpone your internship search just because you will be spending time away from St. Louis.
- Be sure to make a plan. Employers recognize the value of the study abroad experience and with a good networking plan you should be able to make the initial contact with recruiters to get considered for a summer internship upon your return to USA.
- If the companies you are interested in are not interviewing during the semester you are here on campus, then you should contact the company prior to your semester departure to express interest in an internship.
- Let the company know that you will be studying abroad and not available for a “traditional” on-campus interview.
- Request an alternative interview format, such as Skype, phone, or teleconference from your overseas location.
- WCC will annotate your student CAREERlink profile that you are overseas and you will be able to add a Skype address and overseas cell phone number on your profile, too.

### Can I apply for on-campus interviews using CAREERlink from overseas?

- **Yes.** Students can apply in CAREERlink but **MUST** include a cover letter clearly stating that you are overseas and not on-campus.
- If selected for an interview, you will be allowed to sign up for an interview slot (with permission of the company).
- WCC Interview Rooms are equipped for Skype and phone interviews.

### Can I apply to job postings using CAREERlink or from a company website from overseas?

- **Yes.** You are encouraged to apply to internship postings by submitting your resume and other requested documents through CAREERlink. Remember to include in your cover letter your interest in the internship and that you are overseas and available for an alternative form of interview (i.e. Skype or phone).

- Remember to review company websites to identify internships and complete all required online applications.

### Effective email communication while studying abroad...

- When you communicate with a recruiter, be sure to clearly indicate that you are currently studying abroad and briefly describe the skills and experiences you are learning.
- Highlight how that learning is transferable to the internship for which you are applying. This is an opportunity to highlight related overseas accomplishments that will make the reader want to learn more.
- It will be helpful to the recruiter if you indicate when you anticipate returning to the U.S. so that a future interview may be arranged.
- If you can make calls back to the U.S., be sure to indicate that you are available for Skype or a long-distance phone interview. However, do not expect the company to reimburse you for international phone calls.
- Be sure to include your overseas cell phone number, including country code, on your resume and cover letter.



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