

DIETRICH COLLEGE

# INTERNSHIP *INSIDER*

2014 - 2015 EDITION



Carnegie Mellon University  
Dietrich College of Humanities  
and Social Sciences

# Baltimore City State's Attorney's Office

stattorney.org



## **ERIN GODWIN, DC '15** **DECISION SCIENCE / PSYCHOLOGY**

Borgerding/Wabash District Court Intern, Summer 2014  
Hometown: Baltimore, MD

### **What skills do you have that gave you an advantage in securing this internship?**

My communication and writing skills were critical, particularly when it came to my cover letter. This really was the internship of my dreams, and I relayed that information through my cover letter. I was genuine, and I think they could tell.

### **What are the steps you took to land your internship?**

I knew that I was interested in criminal law, so I started looking with that in mind. While I had technically missed the application deadline, I sent an email asking them to consider my application. I decided that volunteering more of my time than was required would give me a competitive advantage against other applicants. Ultimately, if I hadn't thought to ask to apply late, I would not have been able to do my dream internship.

### **What did you do as an intern at Baltimore City State's Attorney's Office?**

I assisted the Assistant State's Attorneys (ASA's) in court, focusing mainly on criminal cases. I also assisted with trials and trial preparation, including calling and discussing details of cases with police officers, witnesses, and victims in court. I wrote up Jury Trial slips and community service forms.

### **What did you enjoy about your internship?**

This internship provided me with some unique opportunities such as being tazed and going on a police ride along, which showed me another side of law enforcement. I enjoyed everything, from seeing a case I did investigative work on go to trial, to asking officers for their probable cause, to my daily paperwork. Having this internship made me realize that this is what I want to do after CMU, and that may have been the best part of the whole summer.

### **What was challenging about your internship?**

Traffic court. But, since I want to be an ASA, I will one day have to do traffic dockets, so I am glad I was able to see how the docket is called, as well as good practices to follow when calling the cases.

## **INSIDER TIPS**

**Applied by:** April    **Accepted by:** April

Try to stand out- they are looking for driven, dedicated, and highly interested interns, so let them know what you are bringing to the table, and how you can be an asset to them. Writing and communication skills are crucial, so invest a lot of time in writing your cover letter and any emails.

## **NEED TO KNOW**

Baltimore, MD  
Unpaid Internship

Received a Dietrich College  
Summer Internship  
Opportunity Grant



## **THEOPHILUS ONIME, DC '16** **INFORMATION SYSTEMS**

Technology Summer Associate, Summer 2014  
Hometown: Sugar Land, TX

### **What skills do you have that gave you an advantage in securing this internship?**

It was a big advantage during the interview process to know MySQL and database design principles through IS courses. I also like to see myself as a passionate and effective interpersonal communicator.

### **What are the steps you took to land your internship?**

I believe that it was helpful to both 1) apply long before the deadline, and 2) start to build a positive relationship with my recruiter (beginning at the information session) so that come interview time the conversations became casual.

### **What did you do as an intern at BNY Mellon?**

My main role was doing Project Management for the advanced gamification of BNY Mellon's social collaboration intranet site. This entailed creating an overview presentation to tell the story of what this gamification was supposed to accomplish, creating the timeline, calling, hosting, and facilitating meetings, making note of action items, and delegating tasks, all while being invested in communication. I worked on side-projects devoted to improving the employee experience at BNY Mellon through technology.

### **What did you enjoy about your internship?**

I thoroughly enjoyed the culture of the company, the relationships I built, the challenging but enjoyable work, and the many activities planned for interns.

### **What was challenging about your internship?**

It was challenging to be discerning about how to communicate effectively and appropriately to different audiences. Ineffective communication is a sure-fire way to ensure your priority is not made others' priority. Especially as an intern Project Manager, it is difficult to find a way to ensure people make my priorities their priorities.

## **INSIDER TIPS**

**Applied by:** December

**Accepted by:** February

Attend the many events BNY Mellon hosts on campus - from tech talks, to job conferences, to information sessions. Apply on TartanTrak to both the Global Internship Program and the Client Technology Solutions postings, especially if your major is technical.

## **NEED TO KNOW**

Pittsburgh, PA  
Paid Internship

# Center for Risk Perception and Communication at CMU

[sds.hss.cmu.edu/risk](https://sds.hss.cmu.edu/risk)



## **CATHERINE SPENCE, DC '15** **DECISION SCIENCE / PROFESSIONAL WRITING**

Research Assistant , Summer 2014

Hometown: Indian Trail, NC

### **What skills do you have that gave you an advantage in securing this internship?**

I worked as a Social Science Research Assistant for course credit during the 2013-2014 school year. My experience running lab experiments, recruiting participants, and using statistical software to perform data analysis all allowed me to be a strong candidate for the position.

### **What are the steps you took to land your internship?**

I reached out to my previous research advisor for advice and information about what labs or professors were hiring students for the summer. I found this opportunity through my Decision Science advisor who sent out a job description and contact information for the project manager.

### **What did you do as an intern at the Center for Risk Perception and Communication?**

Each day I used REDCap software to follow-up with participants in a study about sexual decision making in adolescent girls by sending texts, emails, letters, and answering questions as well as troubleshooting. I also scanned consent forms for files, proof-read promotional material for the video related to the study, tracked participant response rates, and other duties to help the lab and project run smoothly.

### **What did you enjoy about your internship?**

The internship used many of the skills I practice in my classes to use in real life on a project that will one day turn into an academic paper. I liked using the skills from both my majors to improve the project and be a useful member of the team. The internship also broadened my experiences in research methods and gave me a fuller of experience of what it is like to work in academia full time.

### **What was challenging about your internship?**

I balanced many tasks and responsibilities while working as a Research Assistant. Being able to complete each task in a timely manner and do everything well was a challenge. I also worked hard to make sure I was prioritizing my responsibilities and getting most urgent tasks done first.

## **INSIDER TIPS**

**Applied by:** April

**Accepted by:** May

Network with your advisors and professors. Many professors and graduate students take interested students into their labs for credit throughout the school year. There are many opportunities to do independent research on larger projects through the SDS department. Research assistants are often given large projects and expected to keep themselves accountable for projects and tasks and be punctual when assisting with participants in lab experiments.

## **NEED TO KNOW**

Pittsburgh, PA  
Paid Internship

# City of Pittsburgh, City Councilman Daniel Gilman

pittsburghpa.gov



## **RYAN LABARBERA, DC '16** **POLICY & MANAGEMENT**

Policy Intern, Summer 2014  
Hometown: Jefferson Hills, PA

### **What skills do you have that gave you an advantage in securing this internship?**

Strong communication skills, ingenuity, and persistence.

### **What are the steps you took to land your internship?**

I networked with academic leaders, communicated with government leaders, maintained a flexible schedule, and projected a confident and professional attitude.

### **What did you do as an intern for Pittsburgh Councilman Gilman?**

I drafted proclamations to be presented in front of the Pittsburgh City Council members and the public, wrote articles for local magazines on behalf of the Councilman, and conducted policy research for the Councilman to be applied to upcoming initiatives being undertaken by the city.

### **What did you enjoy about your internship?**

It gave me the opportunity to work closely with the people that keep Pittsburgh running smoothly. I now have the experience to understand the professional dynamic of a government office and am able to analyze problems facing the public and conduct comprehensive policy research to help those officials make decisions.

### **What was challenging about your internship?**

The first few days are always a challenge. Getting acclimated to a new environment, meeting lots of new people, and understanding my new responsibilities were daunting to me.

### **INSIDER TIPS**

**Applied by:** June

**Accepted by:** June

The worst thing you can do is nothing. Don't be afraid to ask for help, or to accept help. Always remember to do more.

### **NEED TO KNOW**

Pittsburgh, PA  
Unpaid Internship

# Department of Justice, Criminal Division, Child Exploitation & Obscenity Section

www.usdoj.gov



## **MOLLY SHANLEY, DC '15** **DECISION SCIENCE / INTERNATIONAL RELATIONS & POLITICS**

Undergraduate Legal Intern, Spring 2014

Hometown: Ann Arbor, MI

### **What skills do you have that gave you an advantage in securing this internship?**

My writing skills definitely gave me an advantage in securing this internship. I had to submit a writing sample as a part of the application process, so my writing skills were an asset. Additionally, I have been involved in a lot of service work both on and off campus.

### **What are the steps you took to land your internship?**

As a part of CMU Washington Semester Program (WSP), I had great resources and assistance from program coordinators. It was through the program that I initially heard about the internship. I then researched the Department of Justice extensively and completed the necessary application materials. Additionally I had someone at the Career & Professional Development Center review my cover letter.

### **What did you do as an intern at the Department of Justice?**

My responsibilities varied greatly. I was assigned projects by various attorneys throughout the semester and these assignments ranged from reviewing jail calls and emails on direct case work, to recording Missing in Persons Reports from NGOs, to legislative and legal research.

### **What did you enjoy about your internship?**

I enjoyed the “real life” factor of my internship. It was fascinating to see the implications of the work I did beyond the classroom. For example, I was fortunate enough to work on a Supreme Court Case, as well as three other cases, three pieces of legislation, and one policy change through NGOs. I really enjoyed feeling like my work was making a difference in the world.

### **What was challenging about your internship?**

What I found most challenging was my lack of legal knowledge. I had never dealt with issues such as child trafficking, so there was a very quick learning curve. The important thing about situations like this is establishing realistic expectations. No one expected me to have legal training or expertise. Understanding and embracing my limitations was an important learning experience.

### **INSIDER TIPS**

**Applied by:** October

**Accepted by:** November

I made sure I was prepared for a variety of questions based on research I did on child exploitation, the DOJ, and interview tips in general. Also, use your resources at CMU. I was fortunate enough to be a part of the CMU/WSP so I had access to a lot of resources and people willing to assist me. There are many great resources on campus that are readily available.

### **NEED TO KNOW**

Washington, DC

Unpaid Internship



## **BRADEN KELNER, DC '17** **PROFESSIONAL WRITING / CREATIVE WRITING**

Private Equity Editorial Intern, Summer 2014

Hometown: Langhorne, PA

### **What skills do you have that gave you an advantage in securing this internship?**

The ability to communicate my thoughts succinctly and cater to a specific audience in my writing helped tremendously during the interview process. It allowed me to articulate my experience, as well as during my internship to interact with people I was interviewing and communicate information to a wide audience. My editorial experience from my time with The Tartan was also a frequent talking point during the interview process.

### **What are the steps you took to land your internship?**

I interned within the Customer Service department at Dow Jones during the summer between my sophomore and junior years. I worked with a group of interns to suggest ways that the department could improve communications between customer service representatives and Dow Jones customers. Dow Jones owns products such as The Wall Street Journal, Factiva and Dow Jones Newswires.

### **What did you do as an intern at Dow Jones?**

I copy edited articles for Dow Jones's private equity monthly publication as well as articles for other Dow Jones sources such as the Wall Street Journal. I wrote press release based articles for the company's private equity and venture capital websites. I interviewed members of private equity firms and the companies they invest in for self authored articles.

### **What did you enjoy about your internship?**

My editors were very trusting of me. They allowed me to self-author articles when they originally did not intend for me to be interviewing daily. They also worked closely with me to teach me about private equity, which I knew little about before the internship.

### **What was challenging about your internship?**

Learning about private equity with little knowledge of it beforehand, was challenging. I had to familiarize myself with the ins and outs of private equity to make a complex subject simple for readers.

### **INSIDER TIPS**

**Applied by:** February

**Accepted by:** May

Research the company's products and show in your application how you can help to improve those products! The way news is delivered is changing quickly now, so unique solutions to problems facing news organizations today is greatly appreciated by the company.

### **NEED TO KNOW**

New York, NY

Paid Internship

# Embassy of France in Washington

ambafrance-us.org



## **EDWARD WOJCIECHOWSKI, DC '15** **FRENCH & FRANCOPHONE STUDIES / HISPANIC STUDIES**

Reporting and Communications Intern, Spring 2014  
Hometown: Pittsburgh, PA

### **What skills do you have that gave you an advantage in securing this internship?**

Writing skills, social media experience, French language skills.

### **What are the steps you took to land your internship?**

I completed the application, waited for a response, completed a phone interview, and accepted the offer.

### **What did you do as an intern at the Embassy of France?**

I was one of three interns who write articles for the Embassy's monthly publication, News from France. We also wrote the weekly newsletter, French Dispatch. Social media programming and answering emails and phones were our responsibility as well.

### **What did you enjoy about your internship?**

I enjoyed practicing my French and attending events at the Embassy. It was interesting to experience a diplomatic institution from another country.

### **What was challenging about your internship?**

It was difficult to assimilate into the social structure of the Embassy because I was not a native French speaker.

## **INSIDER TIPS**

**Applied by:** September      **Accepted by:** November

Check the Embassy's career opportunities website section very early before the next semester. Also, email the Embassy back after applying to reiterate your interest.

## **NEED TO KNOW**

Washington, DC  
Unpaid Internship



## JR MARSHALL, DC '15 POLICY & MANAGEMENT

Intern, Summer 2014  
Hometown: Pittsburgh, PA

### **What skills do you have that gave you an advantage in securing this internship?**

Interpersonal, Databasing, Strong Written and Communicative skills.

### **What are the steps you took to land your internship?**

I applied for the Fulton and Gow Fellowship upon the recommendation of Dr. Jay Devine. Once I received the Fulton and Gow Fellowship, I was offered an internship through the fellowship program.

### **What did you do as an intern at Evans/Kats?**

I did office and administrative work. Very little consulting. However, writing research briefs on potential clients and different networking opportunities made the job worthwhile.

### **What did you enjoy about your internship?**

I enjoyed the political nature of the firm. Although we did mostly accounting, the clients were all political and so were all of my coworkers.

### **What was challenging about your internship?**

Being given tasks that even the office manager couldn't do, especially technology troubleshooting.

### **INSIDER TIPS**

**Applied by:** January

**Accepted by:** March

Reach out. Show you're passionate, email, call, just demonstrate a desire to come to work.

### **NEED TO KNOW**

Washington, DC  
Unpaid Internship

Received the Fulton-Gow  
Fellowship

# Federal Reserve Bank of New York

www.ny.frb.org



## **ANUSHA KUKREJA, DC '16** **ECONOMICS & STATISTICS**

Summer Analyst , Summer 2014

Hometown: Seattle, WA

### **What skills do you have that gave you an advantage in securing this internship?**

I applied for a position that was uniquely suited to my background, capitalizing on my role as a co-president of Moneythink CMU. I believe that in the interview, I was able to demonstrate initiative, a genuine interest in learning, and an ability to juggle multiple things at the same time.

### **What are the steps you took to land your internship?**

I filled out and submitted an online application. In March, I received an offer for a phone interview. It was about 30-40 minutes long and centered around my resume and why I wanted to work at the Fed. Several days later, I received an offer for an in-person interview. I think I did especially well because I had followed up on the position using the information I had gained during the phone interview.

### **What did you do as an intern at the Federal Reserve Bank of New York?**

On my first day, I was told that my main project would be to analyze annual reports for Foreign Banking Organizations. Within a few weeks, I had taken on a host of additional projects centered around how I could use my experience and fresh perspective to improve the department.

### **What did you enjoy about your internship?**

The work environment at the Bank is incomparable. There is a focus on work-life balance, an engaging community of talented individuals who are always willing to help interns learn, and especially in my position – interns do actual work. The Fed summer internship program truly does focus on helping interns understand what is happening across the Bank, providing resources to grow even after leaving the program, and helping the interns make the most of the summer.

### **What was challenging about your internship?**

I only had one summer to complete my work. Therefore, it was helpful to understand my functions, my project, and the business as much as I could as early as possible.

## **INSIDER TIPS**

**Applied by:** January

**Accepted by:** March

The Fed is looking for interns who will take initiative to learn. There are many positions within the Bank, but to maximize your chances, it's important to apply for the positions your background suits best. I think it is particularly valuable to get in touch with the campus recruiting team at the Bank and ask them about the various groups and positions in the Bank before applying. They can generally forward your resume to the right area.

## **NEED TO KNOW**

New York, NY

Paid Internship



## **AUBREY MORAIF, DC '15** **PROFESSIONAL WRITING / CREATIVE WRITING**

Harper Perennial Intern , Summer 2014

Hometown: Dallas, TX

### **What skills do you have that gave you an advantage in securing this internship?**

Social Media, PR experience, previous internship at a large firm, writing and editing skills, strong interest in books and publishing.

### **What are the steps you took to land your internship?**

I sent out my resume and cover letter (after extensive work with the Career & Professional Development Center) to 3 publishing internship posts a day that I found on bookjobs.com.

### **What did you do as an intern at Harper Collins?**

I wrote fact sheets for books. I wrote reading guides. I was also in charge of the social media accounts. I attended sales conferences, editorial meetings, cover meetings, marketing meetings, and, of course, I also mailed packages... The life of an intern!

### **What did you enjoy about your internship?**

I really enjoyed working with authors, seeing what goes into publishing a book, and listening in on the meetings. Publishing is an apprenticeship, and they provided "Lunch & Learns" where we had the opportunity to speak with various people that worked at different levels of the industry. I also enjoyed all the free books!

### **What was challenging about your internship?**

It was challenging to manage my time. I was expected to read the books we were working on but I would not be able to read while at the office. Fortunately, I spend much of my free time reading anyway, but the hours I worked did not reflect the time I spent reading out of the office. There is also a unique publishing jargon that I had to try to understand and utilize. I ended up making a vocab list for myself to reference!

## **INSIDER TIPS**

**Applied by:** February

**Accepted by:** March

It is more important to read current literary fiction than it is to have read all the classics. Be knowledgeable about what books they are publishing now. When I interviewed, knowing their upcoming publications and following their tumblr/instagram really won me points.

## **NEED TO KNOW**

New York, NY

Paid Internship



## **KAYLA LEE, DC '17**

### **GLOBAL STUDIES / INTERNATIONAL RELATIONS & POLITICS**

JFS Summer Intern, Summer 2014

Hometown: Bellevue, WA

#### **What skills do you have that gave you an advantage in securing this internship?**

Having already been a mentor to a refugee family through CMU's student organization, FORGE, provided me the experience to mentor other refugees. My past experience made it easier for me to communicate with JFS and their clients. I felt prepared for my interview with JFS, because they wanted to hear about my experience in Pittsburgh with my refugee family. Being confident and passionate about what I was talking about really helped secure this internship.

#### **What are the steps you took to land your internship?**

I contacted JFS after attending their annual conference in Pittsburgh. Within a week, they responded and asked me to send them a resume and fill out paperwork.

#### **What did you do as an intern at Jewish Family Service?**

I was a mentor to a single mother from Iraq and taught her English. I also helped teach the ESL and job classes that were offered weekly. In addition, I spent some time shadowing case managers in order to learn more about the resettlement process.

#### **What did you enjoy about your internship?**

I enjoyed being able to connect with so many people in such a short period of time. As a mentor, I got to hear so many incredible stories from the refugees about their home countries and their experiences. It was a lot of fun teaching English to the refugees, because it pushed me to think of new ways to express ideas.

#### **What was challenging about your internship?**

It was a challenge to be cautious about the many different cultures with which I was interacting. Although I was introducing the American culture to the refugees, the refugees also taught me about their own cultures. One of the case workers that I worked with said that we were one of the first links to American culture for the refugees, so it is a crucial time for them.

#### **INSIDER TIPS**

**Applied by:** April

**Accepted by:** May

I noticed that the people I worked with at JFS were very open to new ideas. Instead of giving a list of tasks, they always asked me what my goals were, and what it was that I wanted to take away from my experience. I would definitely encourage people not to be afraid to voice your thoughts and ideas, because they're always looking for ways to improve the refugee resettlement process.

#### **NEED TO KNOW**

Seattle, WA

Unpaid Internship



## **CHLOE THOMPSON, DC '16** **GLOBAL STUDIES / HISPANIC STUDIES**

Research Intern , Summer 2014

Hometown: Boston, MA

### **What skills do you have that gave you an advantage in securing this internship?**

My creative writing minor proved to be an asset in securing this internship. My main project was helping the Historical Society create a new book prize, which included writing copy for the Society's website and interacting with publishers. The ability to communicate clearly and effectively helped with that task.

### **What are the steps you took to land your internship?**

I spoke with a family friend, a Boston-based professor of environmental history, who suggested I apply to the Historical Society and kindly provided a reference. I then discovered that a professor I'd done research with had worked with the Society's Director of Research on her book, which I had read as part of my research with her to better familiarize myself with her work. She also kindly provided a reference. I went to Boston for an in-person interview, and received the job offer soon after.

### **What did you do as an intern at the Massachusetts Historical Society?**

My main responsibility was the book prize, but I also worked on other projects such as the society's calendar for the year, inventory on possible books to add to the collection, and a conference program slated for 2017.

### **What did you enjoy about your internship?**

Working to understand both the publishing industry and the historical industry really interested me and gave me a better idea of what I'd like to do after I graduate.

### **What was challenging about your internship?**

I'd never worked in a traditional office setting before, so that transition was a little jarring, simply because office culture runs in its own particular way.

## **INSIDER TIPS**

**Applied by:** March

**Accepted by:** April

It's important to be thorough in assessing your options for internships. The only reason I knew that my professor had worked with the Society's Director of Research was I read the acknowledgments in the manuscript she gave me to understand the research project. It took me a few days to work up the courage to ask for her help, but she was invaluable in understanding my options and landing my internship.

## **NEED TO KNOW**

Boston, MA

Unpaid Internship



## **SARABETH PERRY, DC '16** **GLOBAL STUDIES**

Summer Insider Intern, Summer 2014  
Hometown: Bloomfield Hills, MI

### **What skills do you have that gave you an advantage in securing this internship?**

I completed a short internship at their parent company the year before, so I was knowledgeable in the company culture as well as what PR entailed and I believe that really stuck out in the interview.

### **What are the steps you took to land your internship?**

I found this internship the night the application was due, and therefore applied on a whim not knowing what would come of it. Thankfully, I got invited to their Challenge Day, which consisted of 2 interviews and 2 case challenges. I prepared as much as I could for the interviews by reviewing possible questions and researching the company.

### **What did you do as an intern at the MSL Group?**

I monitored for relevant industry news, and sometimes my searches turned into pitches for reporters. I worked on media tracking lists and updated speaking engagements for multiple clients. On one occasion I worked on a blog for a VP of the company. One of the most exciting parts of my internship was that I was able to work on developing a pitch for a client. It was suggested that I start working on the pitch partially because it was a small team, and partially because my managers saw how passionate I was about the subject. I felt very lucky that I was afforded this opportunity!

### **What did you enjoy about your internship?**

I really enjoyed learning about the high tech and healthcare IT industries. I did about 8 hours a week of reading on the newest industry insights just through monitoring and was able to develop a rich understanding of the industries.

### **What was challenging about your internship?**

The most challenging part of this internship was catching up on the technical background that is required in order to understand the clients and the work you need to do for them. As my workload grew, I ended up being placed on more teams than I was expected and have a little bit more to juggle than I initially thought. I loved the challenge of juggling multiple Healthcare IT and Tech accounts, and it was an extremely valuable experience.

### **INSIDER TIPS**

**Applied by:** March

**Accepted by:** April

It's definitely important that you are passionate about PR, and demonstrate that in your in-person interview. It's always helpful to contact HR to see if they can set you up with someone.

### **NEED TO KNOW**

San Francisco, CA  
Paid Internship



## **BRENT HEARD, DC '15** **ECONOMICS / ENVIRONMENTAL POLICY**

Sustainability Fellow, Summer 2014

Hometown: Pittsburgh, PA

### **What skills do you have that gave you an advantage in securing this internship?**

Having previous research experience related to environmental policy was extremely helpful in showing that I was qualified to be an intern at the National Academy of Sciences.

### **What are the steps you took to land your internship?**

I saw a posting regarding the sustainability fellowship at the National Academy on the EPP undergraduate blackboard site. I then emailed my CV, a letter of recommendation, and some brief remarks about why the Academy was a good match for my skills to the email address listed.

### **What did you do as an intern at the National Academy of Sciences?**

I did both data analysis and policy work related to studies being conducted by the National Academy's Science and Technology for Sustainability program. I also attended hearings related to energy and the environment at the Capitol and had the opportunity to attend Academy meetings regarding ongoing sustainability research.

### **What did you enjoy about your internship?**

The atmosphere at the National Academy was very welcoming, and allowed me to immediately begin working on projects related to important studies being conducted.

### **What was challenging about your internship?**

Working on studies being conducted by the National Academy of Sciences is a formidable task, and presented a number of interesting academic challenges. Overcoming these obstacles and putting out my best possible work on each project I contributed to was a valuable challenge.

## **INSIDER TIPS**

**Applied by:** January

**Accepted by:** April

Tell the recruiter why you want to be a part of that organization, and clearly describe why your background and existing skills make you a good match for the position.

## **NEED TO KNOW**

Washington, DC

Paid Internship

# New York County District Attorney's Office

[www.manhattanda.org](http://www.manhattanda.org)



## **LATIF ELAM, DC '15** **ETHICS, HISTORY, & PUBLIC POLICY**

College Intern, Summer 2014

Hometown: New York, NY

### **What skills do you have that gave you an advantage in securing this internship?**

I was honest about my aspirations and how this specific internship would help me in my endeavors. I was willing to ask for help during my application process, the more people that read your materials the better. Throughout the process I made sure to do my research about the organization.

### **What are the steps you took to land your internship?**

I was applying to several internship opportunities and I had to prioritize my time and resources. By February, I identified this internship as my top choice. I stayed updated on relevant accomplishments and familiarized myself with the office's mission. Once I was called for an interview, I set the date and scheduled a mock interview, to polish my interview skills.

### **What did you do as an intern at the New York District Attorney's Office?**

Some of my projects included listening to the calls of targeted inmates at Riker's Correctional facility, attending trials, attending hearings, and shadowing Assistant District Attorneys at different levels of the court process. I was in charge of organizing all of the target folders for my supervisor's investigation. I also had to contact about 20 phone companies to understand their guidelines for subpoena compliance. Lastly, the interns were instructed to be witnesses during Mock Suppression (that the law interns facilitated) and the college interns had to facilitate Mock Appellate arguments.

### **What did you enjoy about your internship?**

I never stayed in a live court room for extended periods of time before this; nor did I understand how the different levels of the legal system function. I was able to visit the state Appellate Court and Supreme Court. In addition, I enjoyed meeting N.Y. State Supreme Court Justice Eduardo Padro.

### **What was challenging about your internship?**

The most challenging aspect was seeing so many young men of color, like myself, being thrown into jail. I am from similar neighborhoods as these young men and to see them being sentenced to twenty-five years to life in jail is troublesome. Another challenge was managing all of my work. My supervisor gave the interns a variety of tasks and the freedom to complete them at our own speed.

### **INSIDER TIPS**

**Applied by:** March

**Accepted by:** March

Look at the websites of these organizations during winter break to see when their applications go live. Usually applications are only open for a month or two. Have your recommendations written by people who can speak highly of you. Review your application materials several times and schedule a mock interview. Lastly, ask for the business card of your interviewer and within 72 hours, send them a thank you email. It is a great way to be remembered.

### **NEED TO KNOW**

New York, NY  
Paid Internship

Received a Dietrich College  
Summer Internship  
Opportunity Grant



## **EMILY LAROSA, DC '15** **ETHICS, HISTORY, & PUBLIC POLICY / EUROPEAN STUDIES**

Mississippi River Cities and Towns Initiative Intern,  
Spring & Summer 2014

Hometown: Stockton Springs, ME

### **What skills do you have that gave you an advantage in securing this internship?**

I have an ability to develop strong working relationships, which is vital when working with intergovernmental organizations and non profits. I also have multi-disciplinary analytical skills, which are crucial to being able to understand policy development and application.

### **What are the steps you took to land your internship?**

I was an intern in the CMU Washington Semester Program (WSP) during Spring 2014 with the Northeast Midwest Institute. I got this internship through a cold call directly to the President of the NEMW Institute, and was accepted as their first undergraduate intern. Upon completion of my semester in DC, I was asked to come with MRCTI to St Louis and work for the summer as an intern in their new office on the Mississippi River initiative.

### **What did you do as an intern in the Northeast Midwest Institute?**

Researching policy, drafting policy recommendations, identifying potential funders, assisting in organizing and coordinating events such as the MRCTI Annual meeting.

### **What did you enjoy about your internship?**

I loved the responsibility I was given, as well as the workload. As an intern of a small organization, I was given meaningful tasks that I could see through to completion, as well as include on my resume.

### **What was challenging about your internship?**

There is a steep learning curve for anyone entering the think tank sector. There is no one course that will teach you all of the skills that go into policy creation, and your personal skills and ability to read through the lines come into play greatly.

## **INSIDER TIPS**

**Applied by:** November

**Accepted by:** November

If looking to work for NEMWI, contact the Office Administrator through their website. If looking for work with a small NGO or think tank, call or email someone at an entry level position in the organization, and ask them how they got their job. Be upfront and explain you are looking to enter that field, and that you are still in an undergraduate program. Often, they will direct you to an internship opening, or an alternate organization.

## **NEED TO KNOW**

Washington, D.C. and  
St. Louis, MO

Unpaid Internship

Received the Friedman  
Fellowship (Spring) and  
the Shaw Summer Grant  
(Summer)



## **CHRIS COMPENDIO, DC '16** **INFORMATION SYSTEMS / CREATIVE WRITING**

Intern, Summer 2014  
Hometown: Malvern, PA

### **What skills do you have that gave you an advantage in securing this internship?**

Having two majors, Information Systems and Creative Writing, I have skills involving organization, logistics, technical writing, and professional writing. I also have experience in administrative work, and a large interest in filmmaking and the film industry.

### **What are the steps you took to land your internship?**

I took very straightforward steps; I found out about the organization online, did some research on what they do, submitted my resume and cover letter, and was contacted for an interview shortly afterwards.

### **What did you do as an intern at the Pittsburgh Film Office?**

I found news articles relating to film production and the film industry in Pittsburgh, answered the phone, ran various errands, assisted in maintaining the location photo database, assisted in calls to film production companies, and performed various office duties.

### **What did you enjoy about your internship?**

I've enjoyed being near the epicenter of film production in Pittsburgh. While this internship hasn't allowed me to be directly involved in film productions, I've learned about how significant a role film offices and film commissions have in film development, as well as both the economic value and sentimental value that film production has on a city like Pittsburgh. I've enjoyed learning about the production of some of my favorite films made in Pittsburgh, and I've enjoyed learning about the experiences that my co-workers and supervisors have had with famous filmmakers and stars.

### **What was challenging about your internship?**

It was mostly getting accustomed to the monotonous environment of the office, and the long work hours.

## **INSIDER TIPS**

**Applied by:** February

**Accepted by:** May

While you might apply to a multitude of companies and organizations in a given field, make sure to look into what makes each of these organizations different and unique. While I looked at multiple film organizations, I made sure I knew what specific role the Pittsburgh Film Office has in the industry.

## **NEED TO KNOW**

Pittsburgh, PA  
Unpaid Internship

# Pittsburgh Zoo & PPG Aquarium

[www.pittsburghzoo.org](http://www.pittsburghzoo.org)



## **JENNA BODNAR, DC '15** **PROFESSIONAL WRITING / CREATIVE WRITING**

Public Relations & Communications Intern, Summer 2014  
Hometown: Irwin, PA

### **What skills do you have that gave you an advantage in securing this internship?**

My writing, editing, and design skills were very beneficial.

### **What are the steps you took to land your internship?**

I researched the position, polished my resume, wrote a cover letter, applied, and was interviewed for the position. I was offered the position the same day.

### **What did you do as an intern at the Pittsburgh Zoo?**

I wrote and edited copy for the website, signage, and commercials for the zoo. I also assisted with media events, press releases, and special events at the zoo.

### **What did you enjoy about your internship?**

I loved working for the zoo and combining my passion for writing and animals. I learned a lot about animals and I enjoyed seeing the inner workings of the zoo.

### **What was challenging about your internship?**

The most challenging aspect was taking complex scientific ideas and simplifying them so that my target audience of children could understand.

### **INSIDER TIPS**

**Applied by:** March

**Accepted by:** March

They like to see an intern who has a passion for animals in addition to excellent writing and communication skills.

### **NEED TO KNOW**

Pittsburgh, PA  
Unpaid Internship

Received the Dozzi Grant



## KEATON SHAPIRO, DC '17 LINGUISTICS

Intern, Summer 2014  
Hometown: Los Angeles, CA

### **What skills do you have that gave you an advantage in securing this internship?**

I am pretty tech savvy and have a lot of writing experience. The majority of what I'm doing has to do with overseeing social media presence and posting on one of the company blogs, so knowing how to write well was imperative.

### **What are the steps you took to land your internship?**

The internship was actually offered to me by a friend of the family after I had spoken to her about what I was studying and about my summer employment plans. One of the women in charge of the company studied linguistics when she was in university so we held a lot of similar interests.

### **What did you do as an intern at Rhubarb LLC?**

I oversaw the social media presence for Rhubarb as well as for the three other sub-companies. I researched and reviewed last mile vehicles and posted about them on one of the company blogs/websites, <http://lastmile.club>.

### **What did you enjoy about your internship?**

The freedom and what I learned from it. I worked from home on my own schedule so I was able to do a lot of other things as well. I also learned a lot about fields I would have otherwise not been known about, mostly in the tech and medical worlds.

### **What was challenging about your internship?**

Scheduling my time well and finding interesting things within the foreign fields I was researching.

## INSIDER TIPS

**Applied by:** No Formal Process

**Accepted by:** May

The nice thing about this company is that I really don't know a lot about tech or entrepreneurial things but they gave me work they thought I would be capable of and find interesting. Also just reaching out helps a lot.

## NEED TO KNOW

Los Angeles, CA  
Paid Internship



## **JULIA HARMISON, DC '15** **INFORMATION SYSTEMS**

Quality Engineering Intern, Summer 2014  
Hometown: Ashburn, VA

### **What skills do you have that gave you an advantage in securing this internship?**

I had development experience through some of my coursework that was applicable to the type of work I would be doing. I think extracurricular activities and athletics helped create a balanced resume. Additionally, I had work experience from a prior internship that helped.

### **What are the steps you took to land your internship?**

I went to the career fairs and networking events to meet people and talk with companies. It is important to go to these events and meet as many people as you can. I will always make sure to do some background research on what the company is doing. For Salesforce, I talked with them at the TOC. They asked me a few questions on the spot and then sent me an email the following week to interview further.

### **What did you do as an intern at Salesforce.com?**

I worked on Chatter, which is a product Salesforce offers that is an enterprise social network. It helps companies connect with employees, customers, and partners. In addition, I wrote tests that allowed users to still view information in Chatter during maintenance, and I set up a tool for the team that allowed them to more quickly check their code and tests against the code base.

### **What did you enjoy about your internship?**

Everyone at Salesforce was really passionate about their work. The company culture fosters the work hard, play hard mentality. There were numerous events each week to go to and meet other interns. I made some really good friends who I know will remain good friends throughout the years.

### **What was challenging about your internship?**

The biggest challenge was quickly getting up to speed on how Salesforce does things. I had to learn how to setup and work with the Salesforce development environment.

## **INSIDER TIPS**

**Applied by:** September

**Accepted by:** October

I think persistence is key. Finding an internship is not an easy process. Some people find internships early and some people will accept their internships late in the spring. It is important not to constantly compare yourself to others. Finding an internship is up to you. You can use your network, whether peers, professors, alumni or even family friends to find opportunities. If you are interested in working for Salesforce, you should attend the events they are hosting and stop by their booth at the TOC.

## **NEED TO KNOW**

San Francisco, CA  
Paid Internship



## **JU HO YOON, DC '17** **DECISION SCIENCE / HUMAN COMPUTER INTERACTION**

Research Analyst, Intern, Summer 2014  
Hometown: Seoul, South Korea

### **What skills do you have that gave you an advantage in securing this internship?**

During the interview I was able to express my keen interest in consulting and my participation in various school-sponsored activities that relate to consulting, such as the case competition. Although I had only just finished my first year at CMU, they were intrigued by my ambition and honesty.

### **What are the steps you took to land your internship?**

I wanted to find an internship back home to spend some time with my close friends and my family. I looked into 3 consulting firms that hosted a summer internship program and applied to them. After sending in my resumé and an essay, I was offered an interview.

### **What did you do as an intern at KPMG?**

I was able to take part in two different projects on our team. As a research analyst, I started with macro population research to micro end-users research for respective projects. I organized data from many sources to produce each result.

### **What did you enjoy about your internship?**

Not only did I get to see the whole spectrum of the middle market that runs South Korea and the world, I was also able to witness the world of consulting. After my hard research, I got to see the brilliant solutions for our clients in need. This experience was very rewarding for me at this point in my education.

### **What was challenging about your internship?**

Surprisingly, what I found most challenging during the projects was not the research. It was about figuring out where to start the research and how to utilize the data in the final output. Initially, I had no idea where and how to start the research, but after a couple of tries and letdowns, I was able to get the hang of how and what to look for while researching.

### **INSIDER TIPS**

**Applied by:** March

**Accepted by:** May

I asked my friends back home and my friends in other colleges around the area and checked the websites as soon as possible. Apply early, and be yourself and be confident during the interview. Most importantly, know what motivates you to this job/field/career.

### **NEED TO KNOW**

Seoul, South Korea  
Paid Internship

# Senator Sherrod Brown (D-OH)

senate.gov



## JENNI TUTTLE, DC '16 INTERNATIONAL RELATIONS & POLITICS

Congressional Intern, Summer 2014  
Hometown: Chardon, OH

### What skills do you have that gave you an advantage in securing this internship?

My essay as well as my experience definitely helped me stand out. My passion for the issues that Senator Brown truly cares about and my honesty about my work and myself also set me ahead in the interview.

### What are the steps you took to land your internship?

I applied for every internship I could find, especially those with my congressional representatives, and made sure to follow up on all of them if possible. After making it past the resume review, I did a phone interview and then heard back in April.

### What did you do as a Congressional Intern?

Assisting with administrative work, attending briefings and hearings, writing memos and summaries, conducting legislative and historical research, answering phone calls and letters from constituents and organizations, giving Capitol tours, and assisting staffers.

### What did you enjoy about your internship?

Just being able to see the legislative process in action was unbelievable. Washington, DC, is an amazing city with so much going on, and being surrounded by politically minded people who genuinely care about every move the government makes was incredible. The office I was in was also an amazing environment filled with passionate, hardworking people who strongly believe in the work they are doing.

### What was challenging about your internship?

Dealing with constituents who are misinformed and unruly (even offensive and vulgar) could be difficult and emotionally draining. Sometimes there would be slow days with little to do, but in general the office was bustling and busy. You do have to be proactive about searching for more exciting work, as many people in the office are too busy to even ask for help, but will gladly give you work if you ask for it.

## INSIDER TIPS

**Applied by:** January

**Accepted by:** April

Make sure to apply for offices with whom you have a connection. If you grew up in their state/district, go to school there, or have worked for their campaign you have a definite advantage. Also be sure to apply as soon as possible, as this shows that you are proactive and dependable. Certain offices receive so many applications that they won't even look at those that are received too close to the deadlines.

## NEED TO KNOW

Washington, DC  
Unpaid Internship

Received a Friedman  
Fellowship



## **KELSEY THOMPSON, DC '15** **INTERNATIONAL RELATIONS & POLITICS / HISPANIC STUDIES**

Development Coordinator Intern, Summer 2014

Hometown: Plano, TX

### **What skills do you have that gave you an advantage in securing this internship?**

One of the major skills that gave me an advantage was being articulate in expressing my aspirations and how they relate to the nonprofit organization as a whole. My bilingualism and varied majors/minors also were an advantage. What really helped in the interview was detailing the Carnegie Mellon work ethic, and how we are accustomed to multitasking, deadlines, and working on a team.

### **What are the steps you took to land your internship?**

To land my internship, I did extensive research on open positions within business development, graphic design, language teaching/learning, and others. I really kept an open mind about what I was looking to do, and I had applied to this position through an internship search engine.

### **What did you do as an intern at Texas Trees?**

I focused on the business development of the organization. I spent most of my time designing the grant program, working on fundraising plan through corporate sponsorships and partnerships, and devising strategies for future corporate and individual relations.

### **What did you enjoy about your internship?**

Working alongside the CEO of the organization has really aided my professional growth. She is a very intelligent woman who commands respect in a conference room, and she has many prestigious accomplishments. I thoroughly enjoy how driven the staff is and the fact that their drive is derived from a true desire to make a sustainable difference. Also, I have learned so much about trees! Now I feel strongly about environmental policy and urban forestry initiatives.

### **What was challenging about your internship?**

You have to be able to answer to any question about why your cause is important and be persuasive in your argument to upper officials of companies. In general, it can be quite challenging for nonprofits to work with corporations to obtain funding.

## **INSIDER TIPS**

**Applied by:** March

**Accepted by:** April

If you are looking to do nonprofit work, you have to be diligent about finding causes that you feel strongly about, willing to learn a lot in a short period of time, willing to cover a wide variety of roles. After applying to a nonprofit, you should email the HR or CEO in order to express your interest. They are looking for applicants who are almost as passionate as they are about whatever it is they are focused on and truly want to make a difference.

## **NEED TO KNOW**

Dallas, TX

Paid Internship

# The Gathering for Justice

[www.generationalliance.org/node/517](http://www.generationalliance.org/node/517)



## **JAHQUE BRYAN-GOODEN, DC '16** **DECISION SCIENCE / INTERNATIONAL RELATIONS & POLITICS**

Information Technology Management Intern, Summer 2014  
Hometown: New York, NY

### **What skills do you have that gave you an advantage in securing this internship?**

My previous work experience with a public relations firm enabled me to hone social media skills, which was what the internship position required. They found it useful that I had experience in managing a corporate company's social media platform. I believe interview performance is essential; you should know how to talk about yourself in a humble yet descriptive manner.

### **What are the steps you took to land your internship?**

I conducted a lot of research to find an internship that required skills that I had, but that was also related to a career path of my interest. I sent in a resume, cover letter, and went in for an interview.

### **What did you do as an intern at the Gathering for Justice?**

My responsibilities included but were not limited to promoting The Gathering's mission across all social media, assisting with planning and recruitment for events, planning and co-facilitating workshops held at detention centers, and researching and distributing information (via Twitter, Facebook and Tumblr) on current events and legislation regarding juvenile justice.

### **What did you enjoy about your internship?**

I enjoyed the flexibility I was given with my schedule, working in a small office, and working with inspiring and powerful women. Most importantly, I loved that I learned something new everyday; this internship helped me discover more of my passions.

### **What was challenging about your internship?**

Since the organization had undergone a shift in its management they were starting over in terms of their communication strategies and outreach. I was given an assignment to expand The Gathering's presence in social media, and to promote their mission on all social media sites and not much direction. I strived to prove that although I was the youngest intern, I was as capable and dedicated as my older co-workers.

## **INSIDER TIPS**

**Applied by:** May

**Accepted by:** June

I suggest anyone interested in interning for this organization or field do research; not only does it impress the organization, but also it can make your internship easier. Grades are not always a large determinant in securing an internship. Sometimes your passion for certain issues, and a genuine commitment to social justice can help you get an internship.

## **NEED TO KNOW**

New York, NY  
Unpaid Internship

Outside Fellowship  
Program



## **PHOEBE NG, DC '15** **PROFESSIONAL WRITING**

Communications and Social Media Marketing Intern, Spring 2014  
Hometown: Thousand Oaks, CA

### **What skills do you have that gave you an advantage in securing this internship?**

Past experience with social media management, completion of writing and marketing coursework, communication skills (written and verbal), adaptability and resourcefulness, being a self-starter.

### **What are the steps you took to land your internship?**

I applied and interviewed with my study abroad program. Their internship coordinator was able to connect me with Touch Florence based on my interests (i.e. marketing, public relations, writing, and the food industry).

### **What did you do as an intern at Touch Florence?**

I created and generated original content for the restaurant's English blog, corresponded with stateside clients, assisted with special events planning, conducted social media outreach and audits, publicized the restaurant and catering business, designed press packets, and managed the restaurant's social media accounts.

### **What did you enjoy about your internship?**

Working as an intern in a restaurant in Italy has obvious benefits (food) but beyond that, I really enjoyed getting a somewhat unorthodox study abroad experience and being able to see tangible results from the content that I created on my own.

### **What was challenging about your internship?**

The language barrier, while anticipated, was challenging at times.

## **INSIDER TIPS**

**Applied by:** November

**Accepted by:** December

"Communications" is a pretty nebulous concept and that's why it is important to find a subject that you are passionate about- in my case, it's food. When people see that you are enthusiastic and invested in their company or product, the prospect of working with you becomes immensely more desirable.

## **NEED TO KNOW**

Florence, Italy

Unpaid Internship

# U.S. Department of State - Bureau of Human Resources

careers.state.gov



## **MEGAN STEINMETZ, DC '15** **POLICY & MANAGEMENT / DECISION SCIENCE**

Intern Activities Coordinator, Spring 2014

Hometown: Berea, OH

### **What skills do you have that gave you an advantage in securing this internship?**

Strong writing skills - the ability to succinctly but convincingly explain why I was a good candidate. I think applicants often underestimate the value of the essay portion of an application, but I have been told more than once for internships and jobs that my essay was the deciding factor.

### **What are the steps you took to land your internship?**

Because it was a government position, I had to create an account with USA Jobs to apply. As a warning, the website can be very difficult to navigate at first, so I'd recommend allowing yourself time to get comfortable with the system. Before applying, I met with the Career and Professional Development Center to review my resume. I also took time to write a strong statement of interest. I think both of these are key elements.

### **What did you do as an intern at the U.S. Department of State?**

I was responsible for planning speakers and other activities for the 300+ State Department interns. Topics for these events ranged from career advice and networking skills to discussions on current events in the international sphere.

### **What did you enjoy about your internship?**

I enjoyed interacting with professionals throughout the State Department. While planning speakers, I interacted with people from different bureaus. They worked on projects ranging from biotechnology to conflict resolution in unstable countries. This was a great way to learn about the range of careers available at State. There are more options than one might think!

### **What was challenging about your internship?**

The nature of government work is very slow. This is true at any federal agency. Everything must be approved by a complex chain of command. The amount of time spent waiting on projects can be frustrating. Some people like it though, because it makes it hard to make mistakes.

### **INSIDER TIPS**

**Applied by:** July

**Accepted by:** August

Be open about what bureau you want to work for. You have the opportunity on the application to list your top choice of bureau. Occasionally, a different bureau will reach out to you if they have an open spot and think you would be a good fit (this happened in my case!) I would recommend taking advantage of these situations.

### **NEED TO KNOW**

Washington, DC  
Unpaid Internship

Received the Friedman  
Fellowship

# Veterans Engineering Resource Center

[www.pittsburgh.va.gov/verc](http://www.pittsburgh.va.gov/verc)



## **BRYAN KETTERER, DC '15** **STATISTICS**

Data Analyst Intern, Summer 2014

Hometown: Pittsburgh, PA

### **What skills do you have that gave you an advantage in securing this internship?**

I have a strong background in math, data analysis, and statistics.

### **What are the steps you took to land your internship?**

I searched online for potential summer internships that seemed interesting and relevant to my major in the Pittsburgh area and decided to apply to the VERC. After a round of interviews, I was hired as an intern.

### **What did you do as an intern at the Veterans Engineering Resource Center?**

I was responsible for aiding in the development of a predictive model that could assess the rates of hospital readmissions throughout the VA system.

### **Was the internship related to your major?**

I was able to apply many statistical methods that I learned when taking my major classes to the work at hand.

### **What did you enjoy about your internship?**

I enjoyed the project that was assigned to me. Every day I felt like I was working on something that could be very beneficial to the health care industry as a whole.

### **What was challenging about your internship?**

The challenging part about my internship was getting familiar with the different software that the VA runs as well as learning the medical terminology that I had been unfamiliar with prior to starting.

## **INSIDER TIPS**

**Applied by:** March

**Accepted by:** April

Having a background in medical terminology is extremely advantageous in applying. I had to learn everything from the beginning during my time here.

## **NEED TO KNOW**

Pittsburgh, PA  
Paid Internship

# Visions Global Empowerment

visionsglobalempowerment.org



## ALEXANDRIA JEWELL HERNANDEZ, DC '15 GLOBAL STUDIES

Project Manager – India Account, Summer 2014

Hometown: New York, NY

### **What skills do you have that gave you an advantage in securing this internship?**

I have strong research, analysis, and organizational skills that gave me a tremendous advantage.

### **What are the steps you took to land your internship?**

As the Co-Director of the Visions Global Empowerment Pittsburgh/CMU Chapter, I was already in consistent contact with the CFO and CEO of the organization. Consequently, when it came time to consider summer opportunities, project management was an idea brought to the table by organizational leadership.

### **What did you do as an intern at Visions Global Empowerment?**

I drafted strategic plans for two new scholarship initiatives. I also developed systems and procedures for managing the Visions volunteer program in India. I did a lot of grant proposal writing. I also served as a liaison between local partners and Visions leadership.

### **What did you enjoy about your internship?**

I enjoyed the strategic thought process the internship required me to employ. Moreover, I appreciated the day-to-day interactions with the organizations local partners.

### **What was challenging about your internship?**

It was a challenge to work out a schedule that allowed me to communicate effectively with all organizational leadership across the U.S. and local partners abroad.

## **INSIDER TIPS**

**Applied by:** No Formal Process

**Accepted by:** April

Utilize and approach volunteer positions within the organization as entry-level positions, and dedicate your time to slowing taking on more and more innovative projects and responsibilities.

## **NEED TO KNOW**

New York, NY and  
Tamil Nadu, India  
Unpaid Internship, Stipend  
for travel to India

# Wells Fargo Capital Finance

wellsfargocapitalfinance.com



## **RACHEL RATZLAFF SHRIVER, DC '15** **ETHICS, HISTORY, & PUBLIC POLICY**

Leadership Pipeline Program Summer Analyst, Summer 2014  
Hometown: Minneapolis, MN

### **What skills do you have that gave you an advantage in securing this internship?**

For this program in particular, my leadership experience and skills played a large role in helping me get in the door. Critical thinking and contextual thinking – especially when it comes to policy and policy analysis – really helped me to stand out as a candidate.

### **What are the steps you took to land your internship?**

Networking – I was able to personally reach out to the former program manager, who helped bring me to the attention of the current program manager.

### **What did you do as an intern at the Wells Fargo?**

I was in charge of updating and adding various documents to be consistent with regulations and corporate policy – documents included customer-facing forms, flyers, internal forms, Excel wizards, and decision maps. Additionally, I worked with my team to review and provide documentation to internal auditors. I also led my intern team in designing and proposing a new recruiting campaign for the program.

### **What did you enjoy about your internship?**

This program is so much about learning and discovering the various roles available within Wells Fargo. In addition to the valuable knowledge I gained in meeting my daily responsibilities, I was able to create an internal network from the other program interns, as well as the program associates, alumni, and other people I reached out to over the course of the summer.

### **What was challenging about your internship?**

In general, asset-based lending is a difficult business to understand, especially with all the types of lending Wells Fargo Capital Finance engages in and how quickly I needed to learn the business to step into my role on the Compliance team.

## **INSIDER TIPS**

**Applied by:** March

**Accepted by:** April

For Wells Fargo – apply early! Most of the internship programs have application deadlines in the fall. Non-program internships can be found on a case-by-case basis later in the year, although most of them will also be filled by mid-spring semester.

## **NEED TO KNOW**

Minneapolis, MN

Paid Internship

# Women's Microfinance Initiative

wmionline.org



## MICHAEL ROSENBERG, DC '17 ECONOMICS

Bethesda Intern, Summer 2014

Hometown: Bethesda, MD

### **What skills do you have that gave you an advantage in securing this internship?**

I have a background in statistics and mathematics, and a general knowledge of HTML and CSS.

### **What are the steps you took to land your internship?**

I created a solid resume, got a good letter of recommendation, and interviewed well.

### **What did you do as an intern at the Women's Microfinance Initiative?**

Inputting data, developing analyses for the factbooks, researching statistically significant findings, and helping to update the website.

### **What did you enjoy about your internship?**

It had a very casual and friendly atmosphere.

### **What was challenging about your internship?**

Creating data mining methods for finding qualitative data from long strings.

### **INSIDER TIPS**

**Applied by:** January

**Accepted by:** March

Create a good resume and be willing to have a good conversation during the interview.

### **NEED TO KNOW**

Bethesda, MD

Unpaid Internship

**Carnegie Mellon University**

**Dietrich College** of Humanities  
and Social Sciences

Visit us at [hss.cmu.edu](https://hss.cmu.edu)