



82%

of seventeen.com readers are
looking for an
internship this
summer.

START YOUR

dream

life

NOW!

When you fast-forward to your future life, you don't envision being stuck in a stuffy office, wearing gray pantsuits and yawning over spreadsheets. You think adventure, exciting opportunities, respect from your cool colleagues who know you kick *a*** at what you do. And while you *could* wait for some distant day, you'd rather start your journey to career superstardom *now*. The first step: a killer summer internship that will give you an edge over the job competition after graduation (and will help you figure out where you really shine)! So turn the page, and get ready for that awesome life you've imagined. It starts in 3, 2, 1...

BY ASHLEY MATEO

GET THE GIG!

Of course you want to wow your boss, but this summer is also for figuring out the best job for you.

“Intern Queen” Lauren Berger (she scored 15 internships!) puts you on track with these tips:

find the job you dream about.

Don't be afraid to go outside of your major and follow your passions! The goal is to figure out how you want to spend your time postgraduation—there are no limits!

apply everywhere.

To be safe, apply for at least 20 internships for a better chance of landing one of the coveted spots. You can find listings on company Web sites or in databases like internships.com, internmatch.com, or internqueen.com. And don't forget your career center. (It's free!) Do one application a day to make it feel less overwhelming.

craft the perfect résumé.

No internship experience yet? No worries. Start with your school, major, and graduation date up top. Then list part-time jobs and extracurricular activities. This is your moment to brag: If you're the philanthropy chair for your sorority, talk about how much money you raised; if you've worked retail, mention sales goals you've reached. Send it with a cover letter that says what your résumé doesn't—why you're into this particular company, and how an internship there would help you reach your goals.



movin' up
So what if you're getting coffee now? Dress for the job you want some day!

follow up—once.

Remember that you want to seem excited, not aggressive. Once the application deadline has passed, wait two weeks before sending an e-mail asking if they've received your materials or need any more info. If you've had an interview, give it a week. Keep your follow-up note short and sweet: four or five sentences reminding them what position you applied for, when you applied, and how passionate you are about working for them. Reattach your résumé and cover letter, too, so they're easy to access. If you don't hear back, no sweat—still have all your backup options!

keep in touch!

Don't flood anyone's in-box, but if you meet someone who works for a company you're obsessed with, reach out two or three times a year with a quick hello and any exciting updates on your academic or work life (like an award or another cool job experience). Include a compliment or a note referring to an article recently written about the company, to show you're following them and are dialed in.

make a connection.

Never assume you don't know anyone! Search companies on LinkedIn to see if someone who works there went to your college, then e-mail her to set up an informational interview. (Drop the key phrase “I'd love to hear how you got started!”) Another tip: Follow your fave companies on social media to keep up on news you can comment on in your cover letter or interview.

ace the interview!

You got the call! Sooo . . . now what? *Seventeen* Editor-in-Chief Ann Shoket shares her impress-any-boss plan:



sit at the edge of your seat

“You want to show that you're engaged and enthusiastic about the position. If you sit back, you look too relaxed, like it's the interviewer's job to impress you! Don't make the interview feel like work for her.”



make it a conversation

“Never wait for the interviewer to ask you questions. Come prepared to talk about what makes you special, what experience you can bring to the company, and why you're so freaking awesome for the gig!”



write a thank-you

“I love a handwritten note. But an e-mail can be okay as long as you get specific about what you learned about the internship in the interview. It can be just a few sentences, but make it genuine.”

OMG INTERN MOMENTS!

There can be highs and lows in any internship. Learn from these girls so you can get the most out of yours!

"I SPOKE UP AND GOT WHAT I WANTED!"



“ When I’m nervous, my voice gets quiet and squeaks. So I spent my first few days of my internship at a video production company chirping my words . . . before I realized I was getting passed over for more outspoken interns! That’s when I switched gears, got past my nerves, and asked (in my regular voice!) to work on a project for the CEO. At the end of the summer, I met with him to recap my work and he was super-impressed. It may feel awkward at first, but speak up—it’s okay to be confident! ” —maggie, 21, new york, ny

"I BLEW MY FIRST ASSIGNMENT!"

“ At my marketing internship, I was asked to edit about 200 Facebook pages for the company. I was unsure of some details but didn’t want to annoy my boss with tons of questions, so I started doing what I *thought* was right. Days later, I found out it was all wrong—and I had to start over! Lesson learned: Don’t be afraid to ask—it saves you time and makes you look proactive! ” —alexa, 20, white plains, ny



"GRUNT WORK LED TO A BIGGER GIG!"



“ During my first week as a PR intern, my boss asked for a volunteer to get cases of water for an office event. I was busy with another assignment but figured I could spare 10 minutes. It was one of my best decisions. When my boss was casting a reality

TV show later that summer, I was the only intern who got to sit in on the castings and even interview the candidates because I’d shown that I was eager to be a team player! ” —alexandra, 22, troy, mi

"I CRASHED MY COMPANY’S WEB SITE!"

“ I interned for IT at a Web site in Philadelphia. One day, I was making fixes to the site, and I caused it to crash for four hours! My boss asked me to fix it, and I wanted to step up and prove myself, but I knew I would just make it worse. I had to admit I had no idea what to do. They ended up hiring an actual IT guy to come in and fix it (cringe!), but I’m glad I fessed up instead of making another mistake. ” —jess, 21, atlanta, ga



A-LIST INTERNS

Hey, everyone has to pay their dues!



Ashley Olsen

Designer: The Row, Elizabeth and James, and Olsenboye

INTERNSHIP: Zac Posen

Before she became a major fashion designer, Ashley had to learn the trade—she interned for credit while studying at NYU!

Mindy Kaling

Writer, producer, and star: FOX’s *The Mindy Project*

INTERNSHIP: Late Night with Conan O’Brien

Late night TV is the holy grail of comedy internships, but Mindy recently told Conan she was once his “worst intern ever.” She must have done something right: She was there to promote her own show!

Shena Grimes

Star: The CW’s *90210*

INTERNSHIP: FashionTelevision

Shena interned for Canada’s FashionTelevision network while in high school. Her big task: managing the largest collection of fashion footage in the world! All those style smarts paid off—she now looks *amazing* on the red carpet!

win a week at *seventeen!*

Ever dreamed of learning what goes down in the *Seventeen* offices? Go to seventeen.com/dreambig and tell us what a week at *Seventeen* this summer would mean to you. One winner will score a free trip to New York and an insider’s look at what it’s really like to be a magazine editor!

SEE PAGE 131 FOR DETAILS.