

CALIFORNIA STATE UNIVERSITY LONG BEACH  
COLLEGE OF LIBERAL ARTS  
**INTERNSHIP  
PROGRAM**

# VIRTUAL INTERNSHIP GUIDE FOR STUDENTS

Virtual internships are a great and convenient way to get experience, develop your skills, and build your resume. We have gathered information to help you get started. Resources include where you can find virtual internships, how to prepare your documents to apply, and how to prepare for a virtual interview.



## HOW TO FIND VIRTUAL INTERNSHIPS



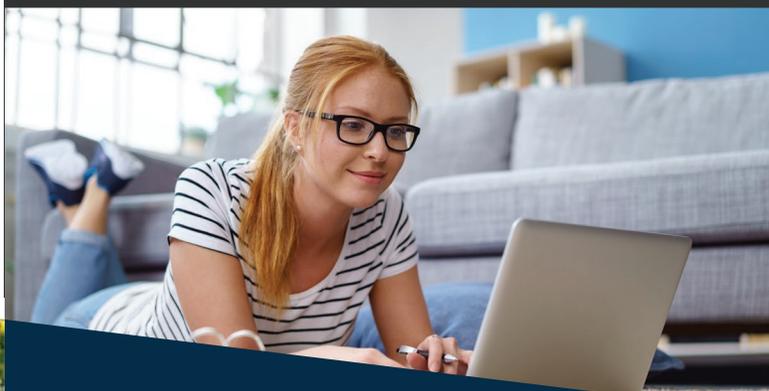
### NETWORKING

A recent US News Report showed that 70% of positions are filled through networking. Networking is an effective strategy to identify internship opportunities. Tap into your immediate network to see if they can assist you. This includes faculty, classmates, family members, friends, and community members and ask them for referrals. Sometimes, just simply asking around can help you generate some internship leads.



### ONLINE RESOURCES

CLA Internship Program develops partnerships with regional organizations and have compiled a list of virtual internships offered by our partners. For virtual opportunities and links to additional virtual internship search websites., visit the [CLA Internship Partner, Virtual Internships site](#).



## HOW TO APPLY TO VIRTUAL INTERNSHIPS

Once you find a few internships you are interested in, follow their application directions and tailor your resume and cover letter to match the position. Watch these videos to learn how to develop a strong resume and cover letter:

- ▶ [Crafting an Effective Cover Letter](#)
- ▶ [Crafting an Effective Resume](#)

# HOW TO PREPARE FOR THE INTERVIEW

Since this is a virtual internship, you can also assume that you will conduct a virtual interview. Here are some tips to help you prepare for the interview :

## 01 HAVE THE RIGHT EQUIPMENT

- ✓ Use a laptop or desktop computer with a video camera.
- ✓ Have a reliable internet connection.
- ✓ Download, install and familiarize yourself with the appropriate video conferencing software (ie. Zoom, Skype, Microsoft Teams) that you will be using for the interview.

## 02 CREATE A SET

- ✓ Find a place in your home that will be quiet and free from distractions. If you are living with family or roommates, let them know you have an interview and ask them to keep noise to a minimum.
- ✓ Use a neutral or a virtual background that is professional. Make sure you also have appropriate lighting so that your video is not too dark.
- ✓ Preview your video to see what the interviewer will see and make sure there is no clutter in the background.

## 03 DRESS THE PART

- ✓ Even though this is a virtual interview and they will most likely just see your top half, you want to dress as if you are going to the interview in person.

## 04 BEFORE THE INTERVIEW

- ✓ Research the organization and prepare to answer common questions, behavioral questions, and have questions to ask the employer.
- ✓ Just like being early to an in-person interview is expected, you should sign on at least ten minutes early to a virtual interview. This will also give you time to troubleshoot any technical problems.
- ✓ Have a notepad, pen and a copy of your resume ready to reference if needed.
- ✓ Close any applications opened on your computer and turn off your cell phone and other devices that may be a distraction during your interview.

## 05 DURING THE INTERVIEW

- ✓ Pay close attention to what the interviewer is saying. Sometimes when you're on a video interview, it's easy to accidentally cut someone off due to audio delays or from not paying attention to nonverbal cues. To avoid this, listen carefully to the interviewer and wait a few seconds before speaking to avoid cutting in.
- ✓ During a virtual interview, the main way to convey confidence is through your body language.
  - ▶ Sit up straight, smile, and keep the camera at eye level to avoid looking up or down.
  - ▶ Pro Tip: A trick to maintaining eye contact is writing your talking points on Post-it notes and place them on your computer screen to avoid shuffling papers or clicking around during the call.

## 06 AFTER THE INTERVIEW

- ✓ Send a thank you email to your interviewers within 24 hours of the interview.

## ADDITIONAL RESOURCES

For more information on how to prepare for a virtual interview review the following videos:

- ▶ [How to Prepare for the Interview](#)
- ▶ [Keys to an Exceptional Interview](#)



## HOW TO GET STARTED

If you need additional assistance in securing a virtual internship, contact the CLA Internship Specialist.

**MICHELLE CHANG**

*CLA Internship Specialist*

**MICHELLE.CHANG@CSULB.EDU**

COLLEGE OF LIBERAL ARTS  
**INTERNSHIP  
PROGRAM**  
CLA.CSULB.EDU/CLAINTERNSHIPS

**STEP**  
SKILLS TRAINING EXPERIENCE PURPOSE