



LOS ANGELES COUNTY ARTS INTERNSHIP PROGRAM

Important Tips for Interested Students

- **Apply immediately!** Most organizations on the list only require a cover letter and resume to apply for an available internship position. The list will be available at the end of March at <http://lacountyarts.org/internship.html>.
- **Prepare your cover letter and resume** in advance so that you can immediately begin to tailor your cover letter and resume for each position.
- Make sure **your resume is spotless and error free**. Have it reviewed by someone at the career center at your college, a friend or a professor.
- Due to the competitive nature of the program, **plan on applying to at least 6-8 internships**.
- **Do your research** on organizations you're interested in. Check their websites and be familiar with their mission and work.
- Your cover letter must be tailored to the position you are applying for. Future employers don't want to see the name of another organization or another supervisor in the cover letter or email. Take the time to **make your resume stand out**.
- Make sure your email address is **appropriate** and **professional** for a potential employer.
- There are several internships that deal with social marketing. Everyone uses Google. **How are you represented on the Internet?** Ensure that your online profile (photos, comments, or other information) demonstrates how you want to present yourself to a potential employer. Update any privacy settings if necessary.
- If the job opportunity says "**NO PHONE CALLS**" do not call them about the status of your application.
- **Apply to small, medium and large organizations.** Larger, well known organizations will receive a much higher number of resumes. The smaller nonprofit arts organizations will often offer you an opportunity to wear many hats.
- **REMEMBER: All interns will be required to work 40 hours a week for ten consecutive weeks** between June and August. It is expected that the internship will be the student's primary focus during the summer. Participating interns should not be enrolled in summer classes or working another job. Students cannot take a vacation during the ten-week internship.