



STUDENT INSTRUCTIONS:

www.Usaintern.com/wvu or www.westvirginiaintern.com/wvu

- a. FIND AN INTERNSHIP
 - b. POST YOUR RESUME
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a. FIND AN INTERNSHIP

- Click on **Find an Internship** from the student dropdown menu.
- Select your search options: Zip code, career category, paid, credit etc.
- This will take you to the **Internship Search Results** page. Click on an internship.

NEW LOGIN: If you are not currently logged in, you will need to create an account to view the employers. Registration is free.

CURRENT LOGIN: If you already have an account, you can login to view all employers and their opportunities.

- Once the student logs into the site, they will have unlimited access to the companies, internships and internship contact detail. This extends to our www.Usaintern.com website as well as all of our other state websites such as www.Californiaintern.com, www.Texasintern.com, www.Newyorkintern.com, www.PennsylvaniaIntern.com, etc. We have internship websites in each state throughout the US. Once your student is registered and logged in, they will have free unlimited access to any of these state sites.
- Student can attach their resume to an internship program. The resume becomes immediately viewable to the employer in their account.

b. POST YOUR RESUME:

- Student can click on **Post Your Resume** from the Student Dropdown Menu. This will walk them through a four step process:

Step one: If they are not registered, they will fill out the registration form.

Step Two: Students may upload a current resume or they can use our automated service that walks them through creating a new resume.

Step Three: This page confirms the free premium upgrade that they are entitled to through www.Usaintern.com/WVU or www.westvirginiaintern.com/WVU

Step Four: Confirms their resume in our database. The student can now review their account page or start searching for internships.

c. EMPLOYER INFORMATION:

- When a student finds an internship they will be able to see the company description, the internship description, the contact person, their email address and the mailing address for free.