Guidance to Industry Internships

Industry-Focused LinkedIn Account

This document is a step-by-step guide on how to create an industry-focused LinkedIn account that will keep you updated on industry internship postings.

1. Click Jobs

2. Search “Functional Area of Interest” Internship (Example: Medical Affairs Internship) & Location of Internship

3. Switch on: Job Alert On

4. Select your preference for: Date Posted, Experience Level, Company, Job type, Remote, and Available LinkedIn Features
5. **Switch on: Let recruiters know you’re open**

6. **Add titles for “What kind of jobs are you considering?”** Here are some suggestions

7. **Begin searching for companies to follow**
8. **Click the follow button**
9. Here are some suggestions to help you get started

10. Finally, now you will receive emails about new opportunities and internship listings as soon as they are listed on LinkedIn.
11. Also, make sure to check your notifications on LinkedIn for suggested job opportunities