



How to Apply for an Internship

Introduction

TXInternshipChallenge.com is a free website that has access to thousands of internship postings from employers that have been vetted by the Texas Workforce Commission. It offers veterans' preference hiring and supports technical as well as non-technical positions.

Internship Benefits

Internships allow you to explore occupations, gain experience, and make professional connections. This can make you more competitive for the full-time job search.

Eligibility to Apply

Internship opportunities are usually offered to high school and postsecondary students, and recent graduates.

Are Internship Positions Paid?

Texas Workforce Commission encourages Texas employers to offer paid internships. The typical pay rate for an internship is between \$12-15/hour. This may increase for more high-demand industries or companies.

Academic requirements of for-credit internships are set by your school and therefore you are responsible for obtaining course credit.

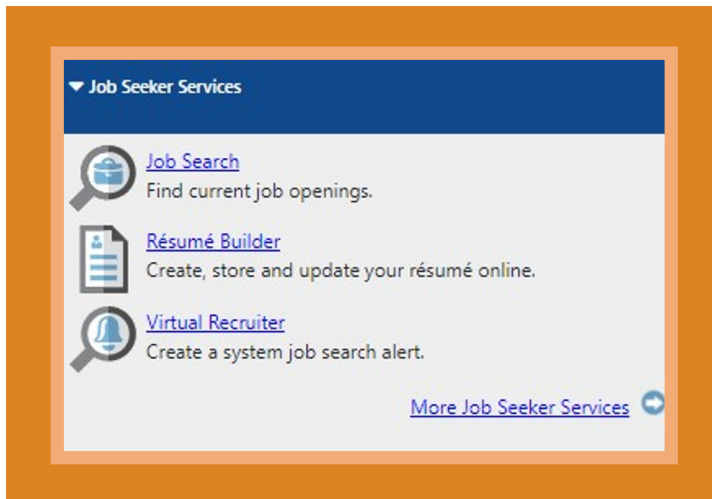
New User/Student Registration

You'll need an email address to register. We recommend that you also upload an existing resume or use the Resume Builder tool to create one.



**Search & Apply
for Internships at:**
TXInternshipChallenge.com





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Start Here

Type the site URL into your browser:
www.txinternshipchallenge.com

Select “Sign In/Register” at the top right of the page.

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Create an Account & Resume

Create a User Account

This step requires about 10 minutes.

- Select “Individual Registration”
- Complete the login information
- After you create a profile, you can use it to apply to internships across the state.

Once you are logged in and/or have created your account, go to “Job Seeker Services” and select “Job Search” to search for internships.

- Or, select “Résumé Builder” to create a résumé.

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Job Searching

In Job Search, you will search using the first field by entering a Job Title, Company or Military Code. Enter the City or Zip Code of where you’d like to intern. If you don’t have a place in mind, you can leave it blank

A list of available internships will display.

- Selecting “View” or “Share” will open the internship description.
- Choosing “Save” will place it in your Dashboard to access later.

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Apply to an Internship

Select the link for the internship you would like to apply to. Then “Select Apply” at the top of the page and then Select “Apply via Résumé”.



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Apply via Resume

Enter your **Résumé Title** in the appropriate blank and select **“Upload”** to attach your **résumé**. Select **“Next”**.

- Alternative selections are **“Comprehensive”**, to build your **résumé** for the position, or **“Duplicate a Résumé”**, which revises one you created earlier.

Select whether you want your **résumé** to be viewed by employers other than TWC. Select **“Next”**, then **“OK”** to confirm.

Résumé Name

Résumé Title:

HR Internship

As best practice you should not include any personal identifying information (e.g. name)

Résumé Creation Method

☐ Comprehensive

Build your **résumé** using a step-by-step process (create your **résumé** from scratch).

43 min(s) estimated

☒ Upload

Attach an existing Word or .PDF **résumé** (save time by using your existing **résumé**).

10 min(s) estimated

☐ Duplicate a **résumé** in our system

Build your **résumé** from a previously entered **résumé** (quickest).

2 min(s) estimated

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Resume Extractor & Builder

The next page asks how you would like **résumé** content extracted. Choose between uploading a Word Doc or PDF, or **“Copy and paste my resume content”**. Select your choices then **“Next”**.

Select your **résumé** to upload, then **“Next”**. You will be taken to a **Résumé Upload Builder** that will extract details from your **résumé**, or you may add them. Follow the steps, then select **“Next”**.

An online **résumé** with your details will display and you will have the option to select **“Print”**.

If you include **“Employer Searchable Items”**, those will display too. Once you complete the **résumé** process, select **“Return to Job Details”** and select **“Apply”** for the position you’re interested in.

Content Extraction

Select how you wish the system to access your **résumé** content:

☒ Select my **résumé** file (.doc, .PDF)
 ☐ Copy and paste my **résumé** content.

Content Display

Do you wish employers to view your existing (.doc, .PDF) **résumé** file?

☒ Display my existing **résumé** content by opening my existing (.doc, .PDF) resume file
 ☐ Display my extracted **résumé** content formatted in the Texas Internship Challenge

Extraction Method

We have extracted your employment and education history so you can be matched

☒ I will review my extracted employment and education history before adding to the résumé
 ☐ I will NOT review my extracted employment and education history. I will review it later

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Application Submission & Summary

On the next page, select the **résumé** you wish to use.

Then, select the checkbox acknowledging that you are providing your information to the employer. Lastly, select **“Submit Application”** and **“OK”** to confirm.

Your submission will be confirmed with the statement: **“Thank you for your submission. Below is a summary of what information was submitted as well as any follow up information required to complete your application to the job.”**

Job Applicant Information Needed

In order for you to apply to this job, the following pieces of information about you are required by the employer. Items are marked as required. If you would like to filter what information is sent to an employer, please apply via **résumé** (you will still need to provide the required information).

Required	
☒	Contact Information [Edit] (TW See, 1234 Texas Ave, Austin, TX, 78741 Telephone: (512) 555-5555 Email: twsee1234@gmail.com)
☒	Education History [Edit] (University of Texas)

Attachment Options

Cover Letter (optional)

If you would like to attach a cover letter that will be visible when the employer reviews your submission, please select a cover letter.

☒ Please check the checkbox to acknowledge that you will be providing your contact information to the employer post application. Once all of the required items are green check marks and you have checked the acknowledgement checkbox, you can apply.

How To: Apply to an Internship

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Relay Texas: 800-735-2989 (TTY) and 711 (Voice). twc.texas.gov

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