The CUNY IT Specialists Internship Program provides currently enrolled CUNY students with paid internships—starting rates average from $12 to $14 an hour—at participating NYC government agencies in **Helpdesk/Technical Support, Programming, Databases, GIS, Web Development & IT Business Analysis.**

**REQUIREMENTS**

1. Be a current CUNY registered undergraduate or graduate student.
2. Be authorized to work under INS laws at on-campus jobs.
3. Major in a computer-related field or another field that develops strong computer skills.
4. Have taken at least 2 semesters of computer-related courses or have related work experience.
5. Be available to work 15, 19, 28, or 34 hours a week during school and possibly full-time between semesters.

To be eligible for an internship, students **must** register an account and post their resumes in our online resume database. Registering with us gives students access to job announcements and notifications about free technical training. **City agency partners also have access to the database and often contact students directly to set up interviews.**

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**How Do I Post A Resume?**


2) Follow the instructions to register for a Career Portal account and complete an online profile.

3) After fully completing your profile in the Career Portal and uploading your documents, sign up for a pre-screening session by visiting the Calendar in the Career Portal. **We will only approve your submitted resume once you have attended a pre-screening OR if you have met with program staff at a career fair this semester.**

4) You may update your resume any time after it has been approved. There is no need to contact us after you make a change. Our office will review the updated resume and approve it back into the system.

**NOTE:** We will **NOT** approve any resumes with spelling, grammatical, or formatting errors! Please preview your resume closely before submitting it to make sure it looks professional and of high quality.

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Please note that CUNY IT internships are competitive. If you are selected to interview for a position you will meet with a hiring manager of a government agency for a technical interview.

If you need assistance with your resume or interview tips, see the “Resources” section at [http://www.cunyinterns.org/](http://www.cunyinterns.org/) or contact your school’s career services office.

**Questions? Email** [interns@cunyinterns.org](mailto:interns@cunyinterns.org).
**Resume Resource:** [http://www.cunyinterns.org/resources/resume-resources/](http://www.cunyinterns.org/resources/resume-resources/)
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