Internship Checklist

Want an Internship but don’t know where to start? Plan ahead. Start looking at least 6 months in advance. Here is a checklist to help you get started in the right direction.

Checklist for Success

What to do before you look:

— Determine your internship preferences (geography, type of work, financial needs, etc.).
— Prepare your resume and cover letter and have them reviewed and polished.
— Exhaust campus resources and network with faculty and staff and reach out to your advisor.

Searching for Internships:

— Research and attend career fairs.
— Attend employer informational sessions and research company websites.
— Search internships on job search engines.
— Check the bulletin boards in your department for postings.
— Make an appointment to visit with the professional development coordinator.

Applying for Internships:

• Select internship positions that meet your needs and guidelines.
• Apply for several internships to increase your chances of success.
• Tailor your resume to each company with which you are applying.
• Be sure to have a professional message on both your voice mail and answering machine.
  Inform references that companies might be calling and ask them to take detailed messages.
• Respond promptly to all messages and phone calls.

Interviewing:

— Research the company you are interviewing with, as well as the position.
— Schedule a mock interview with professional development if you feel you need to practice your interview skills.
— Prepare a list of questions you would like to ask during the interview.
— Be sure to get a business card from each interviewer.
— Send a thank you note or letter immediately after the interview.