



GRADUATE PROGRAMS

OSU Center for Health Sciences

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.