

## SIX STEPS TO A SUCCESSFUL INTERNSHIP SEARCH

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### 1. PLAN

- When do you want to do an internship?
- Start the process at least a semester before.
- What do you want to do?
  - Think about the types of positions you want to pursue and what skills and experiences are necessary for these roles. Career Services has resources available that can help you to define your skills and interests. Consider taking the [Focus 2](#) assessment or reviewing the [What Can I Do With This Major?](#) feature on our web site before you begin your search.

### 2. EVALUATE

- For Credit or Not For Credit
  - If you are looking to earn credit for your internship, you should speak with the **Faculty Internship Advisor** in your academic department to discuss registration and requirements.
- Paid or Unpaid Internship
  - Depending on your industry, there may not be paid opportunities available. Decide what works best for you and ask yourself – am I able to work an unpaid internship? Consider negotiating hours for unpaid opportunities and inquire about funding from Career Services, Financial Aid or your academic department.

### 3. MARKET

- Create your resume to reflect your internship search and tailor your cover letter to each job. If you have not developed a resume or cover letter, Career Services can assist in the process.
- Remember, this is your one opportunity to make an impression and convince an employer to bring you in for an interview. Make sure your resume is presentable, relevant to the job and free of grammatical errors.

### 4. EXPLORE

- IDENTIFY
  - Search our internal job database [Handshake](#) and other external sites such as [indeed.com](#), [internships.com](#), or [idealist.org](#) for internship job postings.
- RESEARCH
  - Think about which companies and organizations do the work you want to do. Go directly to these company websites to see if there are internship job listings.
- NETWORK
  - Let people know what you are looking for. Build your network by attending industry related events (these can be on-campus, through industry organizations, or career fairs). Maintain contact with previous supervisors, faculty members and other friends/family members. Join professional associations and LinkedIn.

### 5. APPLY & INTERVIEW

- Read job descriptions carefully and only apply to jobs that you believe would be a good fit based on your skills, experience and interests.
- Consider a practice interview before going on your actual interview. Career Services can help with in-person mock interviews and through online resources such as Interview Stream (via Handshake & Canvas).
- Thoroughly prepare by researching the company before the interview, asking questions during the interview and sending thank you letters after the interview.

### 6. DECIDE

- If necessary, follow-up with Career Services before making any final decisions.
- Once you receive an offer(s), make the best decision for yourself and your career. Think about all factors including the company, job responsibilities and commute.
- Take a day or two to make a decision. Decline other offers once you accept a position.
- Review the [Internship Survival Guide](#) to help make your internship experience a success.