

## Internship Checklist

### Step 1: Know yourself

- I have identified my personal strengths, skills, interests, and values.
- I have made a list of possible internship titles/fields of interest.
- I can name two or three careers/jobs I plan to pursue.

### Step 2: Know where you want to intern

- I have researched organizations/companies that might hire an intern with my skills, interests, and background.
- I have researched potential career fields: typical internships, volunteer opportunities, best geographic location for internships, etc.
- I have identified the top three geographic areas where I'd like to live and work.
- I have identified 10+ potential employers for the type of internship I'm seeking.

### Step 3: Get ready for the search

- I have had my resume and cover letter(s) reviewed by a professional in the field or by the Career Development Center.
- I have prepared a portfolio or work samples to highlight my experience, skills, and talent.
- I have developed my "30-second speech" (elevator pitch) for short encounters with employers.
- I have identified three individuals who will serve as references.
- I have developed my interview skills.
- I have prepared for my interviews by practicing my responses to typical questions.
- I have interview attire that is appropriate for the field in which I plan to work.
- I have a professional-sounding voicemail message in case an employer calls.
- I have a neutral/professional email address to give employers.
- My online profiles (Facebook, Instagram, Twitter, etc.) will not cause "red flags" with employers during my search.

### Step 4: Start searching

- I have uploaded my resume to Handshake.
- I regularly check Handshake for internship opportunities.
- I have a system for keeping track of my contacts, interviews, and other internship search activities.
- I immediately follow-up on every interesting internship lead.
- I have developed a list of potential networking contacts and keep in touch with them.
- I follow-up each cover letter with an email to the employer requesting a job interview.
- I send thank you emails or letters to every person who interviews me.
- I am persistent and patient in pursuing opportunities (internship searching takes time and effort).