



9 Steps to Getting an Internship

1

REVIEW YOUR DEGREE REQUIREMENTS:

Check to see if your major requires an internship and, if so, when the internship course is offered. You will also want to know how many hours you need to complete and how to get your internship experience approved.

2

DECIDE ON A TIME FRAME:

Internships are a commitment. Choose a time when you have the capacity, which may be during spring or fall semester, or summer break.

3

SEARCH & NETWORK:

Use industry keywords to find opportunities online and keep track of deadlines. Make connections with people in your field to learn of opportunities.

4

DEVELOP YOUR APPLICATION MATERIALS:

Get your resume, cover letter and LinkedIn profile in shape to make the best impression. Make sure to tailor your application materials to each opportunity.

5

SUBMIT APPLICATIONS:

Send your application materials out. Develop a spreadsheet to keep track of your applications, deadlines and when to follow up with employers.

6

PREPARE FOR INTERVIEWS:

Research the employer to understand the organization's mission, latest news, and role of the position. Brainstorm responses to potential interview questions, and do a mock interview.

7

INTERVIEW:

Impress your interviewers by arriving on time, dressing for success and bringing copies of your professional materials. Answer their questions by highlighting your skills, experiences and knowledge of the position.

8

FOLLOW UP:

Send thank you notes or emails within 24 hours of your interview. Time your follow-ups appropriately by phone or email to check on the status of the hiring process.

9

GET THE OFFER:

Celebrate! All your hard work paid off so make sure to work out the details (such as start date and schedule), and then prepare to wow them.