

BEFORE YOU BEGIN YOUR SEARCH

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 before you begin your search.

- **Time Management** is one of the most important factors in a successful internship search. Prepare to be proactive about fitting the internship search process into your busy schedule. Set aside time each week to focus on internship search strategies.
- **Conduct Research** to be well-versed in the industry you are entering, internships you want to secure and companies that capture your interest. Utilize the Internet to locate internship databases, search engines, companies and internship opportunities.

CONDUCTING THE SEARCH

General components of this process are listed below. However, these elements do not need to be approached in the order listed. All of these components are dynamic – these processes are ongoing and do not stop until your goal of securing an internship is reached. Typical elements can and will include:

- **Resume & Cover Letter.** Companies like targeted attention – be sure to tailor these documents to the position you are applying for.
- **Networking.** Attend industry related events, stay in touch with personal and professional contacts. Establishing a professional network can be intimidating – focus on developing relationships that will be meaningful for both parties; seek out people who have common interests and who you can look up to as a mentor and will want to be involved in your career development.
- **Interviewing.** Conduct informational interviews; take advantage of a mock interview in Career Services or utilize the Interview Stream software.
- **Job Boards.** Use search engines and job boards to find internship listings.

SUPPLEMENT YOUR SEARCH

Listed above are the general components of a typical internship search. You can add more depth to your search by using some of these approaches:

- **Join Professional Organizations.** Become a member of an industry association.
- **Read Industry Publications.** Become well-versed on industry trends; know what is going on in the industry. Who are the up-and-comers? Who are the movers and shakers? Who are the trend-setters? Most publications dedicated to specialized industries have list internship opportunities.
- **Subscribe to Online Newsletters.** Many industry organizations have specialized newsletters that are sent on a regular basis. These include internship and job postings (most subscriptions are free and can be found on an organizations home page).
- **Network Online.** Become a member of a professional online networking community (such as LinkedIn). You can sign up on your own and sometimes members are asked to join at someone else's invitation. You can search for those who have similar interests/professions as you as well as follow certain organizations you want to work for.

TIPS

Below are other tips to consider as you begin your internship search:

- **Follow Up** after applying for a position. Always follow up to check on the status of your application and to see where the search committee is in the hiring cycle. Do not call the Hiring Manager if the internship description specifies "No Phone Calls."
- **Develop** a "30 second commercial" that describes your skills and how you plan to use them for a particular position. This can help you in both interviewing and networking situations. Keep an address book of professional contacts you meet; before filing business cards, write a couple of notes on the back so you can have a reference point for further conversations.
- **Manage** your personal social media accounts such as Facebook, Twitter and Pinterest. Employers look at digital footprint. Clean up your digital image before you embark on the internship search. You want to project a professional image.
- **Visit Career Services** and take advantage of our resources to assist in your internship search.