

Your **Internship** Search

1 Know What You're Looking For

Identify your career goals and what you hope to learn. Consider your schedule, whether semester, summer, part-time, or full-time, and think about location. Are you willing to travel or relocate?

Create a short "internship wish list" or list three areas that interest you most.

2 Prepare Your Materials

Self-enroll in the Career Services Canvas Resource Room and set up or refresh your LinkedIn profile. You can also watch our LinkedIn video series for tips on building your profile and networking.

3 Start Searching

Activate your free Handshake account and begin exploring internship opportunities. Check company websites, LinkedIn, and Indeed for openings, and ask Career Services for leads. Don't forget to Google it! Set a goal to apply to 2-3 internships each week.

4 Reach Out & Network

Ask your instructors, advisors, or classmates if they know of any openings, and follow companies and professionals on LinkedIn. Email a company directly to inquire about opportunities. Attend job fairs and other networking events on campus to make connections and explore opportunities.

5 Apply

Tailor your resume and cover letter for each internship, follow all application instructions, and meet deadlines. Keep track of every application, and consider using an Internship Application Tracker Spreadsheet to stay organized.

6 Prepare for Interviews

Research the company and the role before your interview, practice answering common questions, and dress professionally, even for Zoom. Prepare a few questions to ask the employer, and consider scheduling a mock interview with Career Services.

Need Help? Career Services is Here for You!
Stop by, email, or schedule an appointment today!
Scan the QR code for more resources.



Your Job Search Action Plan

1.

Clarify Your Goals:

My job search goal is:

I need this job for: Income Career experience Both

Hours I can work:

Location preferences: On-campus Local Remote

Job type preference is:

2.

Prepare Your Materials:

- Self-Enroll in the Career Service Canvas Resource Room
- Resume updated (Last updated on: _____)
- Cover letter drafted
- References list ready (2-3 names, contact info)

3.

Search for Opportunities:

- Activate your free Handshake account.
- Check company websites, LinkedIn, and Indeed for openings.
- Ask Career Services for leads.
- Search online. When in doubt, Google it!