

Internship Checklist

Step 1: Know yourself.

- I have identified my personal strengths, skills, interests, and values.
- I have made a list of possible job 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, paid/unpaid opportunities, best geographic locations for internships, etc.
- I have identified 10 potential employers for the type of internship I'm seeking.

Step 3: Get ready for the search.

- I have registered with and updated my profile on Go BELLES.
- I have my résumé and cover letter(s) reviewed by a professional in the field or a staff member at the CCO.
- I have prepared a portfolio of my work to highlight my experience, skills and talents.
- I have developed my "30-second speech" 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 interviews by practicing my responses to typical questions and/or doing a mock interview.
- I have interview attire that is appropriate for the field in which I plan to work.
- I have a professional-sounding answering machine/voice mail message in case an employer calls.
- I have a neutral/professional e-mail address to give to employers.
- My online profile (Facebook, MySpace, etc.) will not cause "red flags" with employers during my search.

Step 4: Start searching.

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

For additional assistance, please contact the Career Crossings Office at cco@saintmarys.edu or (574) 284-4775.



Career Crossings
Office

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