There are millions of internship opportunities out there, waiting to be discovered... now let’s find one for you!

**WHEN TO START PLANNING FOR A...**
- Fall internship? ➔ Begin planning by the March prior to desired start date
- Spring internship? ➔ Begin planning by the August prior to desired start date
- Summer internship? ➔ Begin planning by the January prior to desired start date
- International internship? ➔ Begin planning by at least a year prior to desired start date
- National or Competitive internship? ➔ Begin planning by at least a year prior to desired start date

**6 STEPS TO FINDING AN INTERNSHIP**
Finding the internship of your dreams will be a cinch if you follow these six steps to success:
1. **Identify your strengths and interests, motivations and goals and priorities and values.**
2. **Research industries, occupations and organizations.**
3. **Create or update career documents.**
4. **Devise an effective internship search strategy.**
5. **Execute your internship search.**
6. **Land that internship!**

1. **Identify your strengths and interests, motivations and goals and priorities and values.**
   Identifying these characteristics helps you conduct a more focused search as well as select an experience that is better aligned with your long-term career goals. In examining these areas in relation to your internship search, ask yourself these (and other!) questions:
   - **Strengths and Interests**
     What are my strengths? Weaknesses? What interests and disinterests me? What am I passionate about?
   - **Motivations and Goals**
     Why do I want to gain from an internship? How will it potentially benefit me? In what field am I trying to gain experience? What kind of responsibilities would I like to have?
   - **Priorities and Values**
     Do I prefer to be at home or live in a different city? Will I have access to housing? Do I need to make money? How much? Do I want to obtain an experience with a prominent organization, or do I like the idea of working for a smaller organization?

2. **Research industries, occupations and organizations.**
Before jumping full-force into an internship search, it is important to do your research. Conducting research will impact the direction of your search by helping you identify fields and careers more clearly. Also, doing careful research will help you market yourself more strategically and allow you to have a more focused conversation about your interests with potential employers.
   - **Industry**
     What are potential job titles/functions in this industry? What skill sets are expected? What are current social and economic trends and job market outlook? Are there any recent industrial developments or changes?
   - **Occupation**
     What does a typical day look like? What credentials/skills are required? What is the typical career path? What is a typical salary?
Organization
What is the mission/purpose, philosophies/core values? What is the reputation with clientele/customers? What are the working conditions? How are employees treated? Do employees seem to enjoy their work? Has the organization been in the news recently; if so, for what?

3. Create or update your career documents.
Whether you’re only revising or starting from scratch, the documents you utilize to secure an internship must be in tip-top shape.
- Resume
- Cover letter
- Portfolio
- Recommendations letter(s): A good strategy is to have at least three letters of recommendation from academic and professional sources

4. Devise an effective internship search strategy.
In conducting an effective search, it is necessary to first have an effective strategy. Your strategy should be based on the research you conducted and the knowledge you gained regarding the respective industry.

You may also want to keep in mind the following tips:
- Use the list on the Internships 101 resource to jumpstart your internship search!
- Keep close tabs on the recruiting timelines of the industry(ies) you are pursuing.
- Carefully consider the size of the organization, the level of competition for internships and the profile of the candidate they seek. If you are sending applications to organizations that have highly competitive internships, you may want to consider submitting application materials to an equal number of less competitive organizations.
- Aim to apply to a range of different companies. You will probably want to apply for at least 5 internships; however if you are looking at more competitive opportunities applying for more is usually better to be on the safe side.

5. Execute your internship search.
An internship search is an involved process that will require time, dedication and resourcefulness. Here are some tips for better managing your internship search:
- Track all application submissions, phone conversations and employer contacts with an Excel spreadsheet (TIP: Want to be able to access it from anywhere? Use Google Spreadsheets!)
- Dig around for contact information. The main goal is to send your materials to an actual person, not a generic company email, so if their website doesn't list specifics call and ask.
- Follow-up with employers after an appropriate amount of time
- Let everyone know that you are looking for an internship
- Stay committed to your search, as it may take time
- Network, network, network!
- If you haven't heard from a company that you sent information to, now's the time to call and politely ask if they received your materials

6. Land that internship!
Sending out dozens of resumes and cover letters in hopes of snagging an internship is not enough these days - you’ve got to look and act the part too! Take some time to prepare for your interview by researching the organization and practicing your interview skills.

If you’d like to earn credit for your internship, meet with your faculty advisor to explore your responsibilities in regard to obtaining academic credit and begin the process of registering for an internship course(s).

Lastly, all you’ll have to do is decide on the internship that is best for you and accept!