

Internship Search Checklist

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The internship search process can feel overwhelming, so it's helpful to break it into manageable steps. Utilize the checklist below to help keep you on the straight-and-narrow that hopefully leads to an internship – and don't feel like you have to follow every step in order! In conjunction with this checklist, utilize the resource [Finding an Internship](#), a step-by-step guide that provides further information on each of the six steps in the internship search.

Step 1: Identify strengths and interests, motivations and goals and priorities and values.

- I have identified my personal strengths and interests, motivations and goals and priorities and values.
- I have identified the geographic areas where I'd like to be located during my internship.

Step 2: Research industries, occupations and organizations.

- I have researched potential career fields: typical entry-level jobs, salaries, best geographic location for jobs, etc.
- I have identified 10 potential internship sites/opportunities that offer the type of experience I am seeking.
- I have made a list of possible job titles and/or fields of interest.
- I can name two or three careers I plan to further investigate.

Step 3: Create or update marketing materials.

- I have had my resume and cover letter(s) reviewed by a professional in the field or a staff member in Career Services.
- I have developed my "30-second speech" for short encounters with internship sites.

Step 4: Devise an effective internship search strategy.

- I have spoken with my faculty advisor about my internship interests and the possibilities of earning academic credit.
- I have identified and contacted three individuals who will serve as references.

Step 5: Start searching!

- I have a system for keeping track of my applications, contacts, interviews and other job-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 internship application with a phone call or email to the employer requesting an interview.

Step 6: Land that internship!

- I have prepared for interviews by practicing my responses to typical questions and/or completing a mock interview within Career Services.
- I have interview attire that is appropriate for the field in which I plan to work.
- I have a professional-sounding voicemail message in case an internship site calls.
- I have a neutral and professional e-mail address to provide to internship sites.
- I regularly check Jobs4Jacks (www.jobs4jacks.sfasu.edu) for internship opportunities in my field.
- I have a system for keeping track of my applications, contacts, interviews and other job-search activities.
- I send thank you letters or emails to every person who interviews me.
- I keep in touch with my faculty advisor and Career Services with respect to my internship search and progress.