

# I nternships piece by piece...



**Answer these questions and follow these steps to begin your internship search**

---

## 1. Clarify your goals:

What is the overall goal of your internship experience?

---

Do you need the internship to be:

For academic credit?  Yes  No

- If you answered yes, talk to your academic advisor about what your major requires for Academic Credit Internships.

Paid or Non-Paid?  Paid  Non-Paid

- Paid internships are becoming more common but may still be hard to find. Be sure to include that in your search if non-paid is not an option for you.

## 2. Answer at least two of these questions with more than one answer each:

Type of work/industry:

---

Company preference:

---

Geographic location:

---

## 3. Think through the details:

Do you have housing plans (relatives or friends to stay with etc.)?  Yes  No

- Some internship programs offer housing or pay housing stipends. If you answered no above you should consider this when searching/applying for positions.

Do you have transportation to get to and from the jobsite?  Yes  No

- If you do not have transportation consider locations with public transportation options.

Do you have a resume?  Yes  No

- Career Services has a variety of resume tools online. We also do resume critiques.

#### 4. Start your search:

- Use campus resources like Hire A Bearcat, Career Day/Education Expo, etc.
- Get more precise results from using “what” and “where” searches.
  - Example: “advertising agency summer internships in Kansas City, MO”
- Leverage your connections: use social media contacts, family, friends, recent graduates from your major and more to search for positions. *Leave no stone unturned!*

#### 5. Apply for positions:

Are you sure your application materials are error free?  Yes  No

- Send materials and correspondence in the manner the employer has requested (US mail, email, via website, etc.) **Follow the directions they provide!**

#### 6. Manage application information:

Make sure to keep track of positions you have applied for and application details and deadlines. Use a chart like the one below to stay organized or to goal set along the way.

Company Information	
Company Name:	
Website:	
Email/Phone Number:	
Position Information	
Position Name:	
Qualifications Required:	
Application Information	
Date Applied:	
How/where Applied (website, Hire A Bearcat, etc.):	
Application Deadline:	
Application Username/Password (for online applications):	
Items Sent (resume, cover letter, references, etc.):	
Follow Up Date and method:	

## 7. Follow-up applications:

- Follow-up each application with a phone call or email within 2 weeks.
- Remember to keep all interactions with the employer polite and professional.
- Ask for extra information regarding research for the position to show interest.
- Use this time to thank the employer for the opportunity and request information regarding the status of your application.

## 8. Prepare for an interview:

- Read/research the company, industry and position you are interviewing for.
- Take a padfolio or notebook to jot down notes and questions.
- Have a questions prepared for the interviewer(s).
  - Ask about next steps and timeline moving forward so you know how to follow-up.

## 9. Say thank you:

- Send personalized thank you notes to each person you interview with.
- Ask for business cards at the end of the interview to ensure you have correct title and name spelling.
  - If they do not have cards ask and write down name, title, etc. in padfolio or notebook.
- Handwritten cards are best, but email is fine if the timeline does not allow for delays in postal system.

## 10. Think before you accept:

- Before you accept an offer make sure you have all the details worked out.
  - ◻ Is this somewhere you would want to work? ◻ Does this internship fulfill your goal(s)?
- If waiting to hear from another organization, tell the employer you would like time to consider and ask if you can get back to them (stay within a week).
  - Do not mislead or lie to anyone, honesty is *always* the best policy!
- Make your final decision and get back to the employer in a timely manner. Do not leave a voicemail for this type of message. Follow up with a written confirmation email.
- Once you accept an offer, contact any other organizations you applied to and let them know that you have accepted an internship and would like to withdraw your name from their candidate pool.
  - It is unethical to accept a position and then continue to search elsewhere.
- If there are unexpected circumstances that prevent you from being able to complete the commitment, speak with the person who offered you the position and explain why you are unable to move forward.

