

Internship Search Checklist and Plan

Finding an internship takes time —
complete these steps throughout the semester prior to when you wish to start your internship

Develop Your Internship Search Tools

- Prepare a rough draft of your resume and have your YAM mentor or Leeds career advisor critique it.
- Draft a tailored cover letter and have your YAM mentor or Leeds career advisor critique it.
- Make sure to talk to your references in advance, and make sure they are willing to serve in that role.
- Manage your social media sites.
- Remove any unprofessional content and lock down your privacy settings.
- Create a professional [LinkedIn](#) profile.
- Use a variety of resources and strategies to create a “watch list” of companies and opportunities (use the search plan on the next page).
- Learn to execute a productive search in Career Buffs.
- Follow Career Development on [Facebook](#), [LinkedIn](#), and [Twitter](#) for Hot Internships; read Career Development newsletters and emails!
- Search employers’ websites for internship opportunities.
- Attend Leeds and CU career fairs and employer information sessions.

Use Your Network!

- Your network begins with your family, friends, mentors, neighbors, supervisors and professors, advisors and Career Development staff.
- Let your contacts know that you are looking for an internship – tell everyone you meet!
- Reach out to Leeds or CU alums for informational interviews.

Apply

- Finalize your resume – fine tune it for each internship to which you are applying.
- Write a targeted cover letter for each internship to which you apply.
- Send your application materials, typically your resume and a cover letter, to potential employers.
- Follow up with organizations via e-mail or phone 1-2 weeks after applying to confirm that they received your materials. Inquire about a timeline for decisions and ask about any other steps you should take.
- Create a job search notebook and keep detailed notes about where you applied, to whom you spoke, when you sent your application, and when you followed-up.
- Schedule a mock interview with your Leeds Career Advisor.
- Begin interviewing!

Interview

- Do your research on employers (both company and individual) before you interview with them. Use resources such as LinkedIn, Vault and Glassdoor.com.
- Schedule a mock interview with your Career Advisor prior to your first interview.
- Reach out to your YAM mentor for interview tips.
- After each interview, write a thank you email to the interviewer(s); send it within 24 hours of your interview.
- Continue to apply for internships – don’t wait for an answer after each interview before applying to other opportunities.

Accept an Offer

- When you accept an offer, get all the important details: start date, work hours, office dress code, etc.
- Write thank you emails to the people in your network who helped you and let them know that you got an internship!

Internship Search Tracker

Company Name & website	Position Ap- plying for	Point of Contact (name and title)	Email / Phone	Date of Last Contact	Date of Next Contact	Notes