

Want an internship but not know where to start? Here is a checklist to help you get moving in the right direction.

## **What To Do Before You Look:**

- Prepare a résumé and cover letter. Have both documents reviewed by a Career Consultant.
- Determine your internship preferences, including type of work, industry, location, financial needs, etc.
- Register with the HIRE System and post your reviewed résumé on the system.

## **Searching for Internships:**

- Tell professors, advisors, career consultants, friends and family that are you looking for an internship. Ask what other people have done.
- Attend OSU Career Fairs each semester.
- Attend on-campus employer Information Sessions and research company web sites.
- Search the OSU Career Services web site at [www.hireOSUgrads.com](http://www.hireOSUgrads.com)
- Check the bulletin boards in your department for postings.

## **Applying for Internships:**

- Select several internship positions that meet your needs and guidelines.
- Apply for several internships to increase your chances of success.
- Tailor your résumé to each employer with whom you are applying.
- Be sure to have a professional-sounding greeting on your voice mail and answering machine. Inform your roommates that employers might be calling and ask them to take detailed messages if you are not available.
- Clean up your facebook and other online sites in case potential employers (or other employees) look at your profile.
- Respond promptly to all messages and phone calls.

## **Interviewing:**

- Research the position and employer with whom you are interviewing.
- Schedule a mock interview with a Career Consultant or use Interview Stream to practice your interviewing skills.
- Prepare a list of questions to ask the employer at the interview. Check our Questions to Ask Employers During an Interview Ready Reference for a list of possible suggestions.
- Be sure to get a business card from the interviewer and anyone else you meet.
- Send a thank you note or letter immediately after the interview to anyone with whom you spoke.