

# STEPS TO SECURE AN INTERNSHIP



## 1 SEARCH

Search for internship postings so you have an idea of the current opportunities available.



## 2 DISCUSS

Discuss internship opportunities with your academic advisor. If your internship will be for academic credit, ask your advisor or another faculty member in your major if they will serve as your internship faculty supervisor.



## 3 RÉSUMÉ

Prepare your resume and list of references.



## 4 COVER LETTER

Prepare your cover letter.



## 5 CAREER SERVICES

Schedule an appointment to meet with a Career Coach to discuss your resume, cover letter, references and interview strategies.

- Log into Handshake
- Click “Career Center”
- Click “appointments” then “Schedule a New Appointment”
- Choose your topic, day and time



## 6 APPLY

Apply, interview and get hired for an internship!



## 7 GET CREDIT

Complete the Internship Learning Agreement form to get academic credit for your internship.