SECURING AN INTERNSHIP

RESEARCH
* What career fields interest YOU?
• What skills would you like to acquire?
• Develop a list of 5 career fields of interest to you.
• What internships are available in your interest areas?
• Use available resources: internship databases & prior student internship lists

PRIORITIZE
* Start searching early!
• Develop a prioritized list of 15-30 organizations you want to intern.
• Some internship deadlines occur before the posted application deadline. You may still apply to these internships prior to being accepted into the UCDC program.
• Contact US! Drop-in hours or schedule an appointment.

APPLY
* Cover Letter, resume, & letters of recommendation
• Tailor & proofread your application materials to reflect the organizations you are applying to.
• Follow organizations instructions on how to apply.
• Keep track of where and when you have applied to internships.

FOLLOW-UP
Follow-up with organizations
• Follow organizations instructions for follow-up.
• Allow a few weeks for your application to be processed.
• Ask if it is possible to learn when they are expecting to start interviewing.

INTERVIEW
* Prepare for your interview
• Review position description & anticipate questions.
• Develop your story: use the STAR method (situation, task, activity, result).
• Prepare your questions for employer
• Send a thank you email!

SELECTION
Select an Internship that is right for you
• Thank the organization.
• Think about the commitment for each position.
• Once you accept an offer, stick to your commitment.

You did it! Congratulations!