



Ready Reference C-3 Internship Checklist

Want an Internship but don't know where to start? Plan ahead. Start looking at least 6 months in advance. Here is a checklist to help you get started in the right direction. For more information, please see Ready Reference C1 and C2.

Checklist for Success

What to do before you look:

- ___ Determine your internship preferences (geography, type of work, financial needs, etc.).
- ___ Prepare your resume and cover letter. Have it reviewed by CEAT Career Services.
- ___ Become familiar with the OSU Job and Interview Portal to search job postings and participate in on-campus interviews.

Searching for Internships:

- ___ Talk to professors, advisors, friends, and family.
- ___ Attend OSU Career Fairs, as well as the CEAT Career Fair.
- ___ Attend employer informational sessions and research company websites.
- ___ Search the OSU Career Services website at careerservices.okstate.edu.
- ___ Check the bulletin boards in your department for postings.
- ___ Make an appointment to visit with CEAT Career Services staff in ES 123.

Applying for Internships:

- ___ Select internship positions that meet your needs and guidelines.
- ___ Apply for several internships to increase your chances of success.
- ___ Tailor your resume to each company with which you are applying.
- ___ Be sure to have a professional message on both your voice mail and answering machine.
 - ___ Inform roommates that companies might be calling and ask them to take detailed messages.
- ___ Respond promptly to all messages and phone calls.

Interviewing:

- ___ Research the company you are interviewing with, as well as the position.
- ___ Schedule a mock interview with CEAT Career Services if you feel you need to practice your interview skills.
- ___ Prepare a list of questions you would like to ask during the interview.
- ___ Be sure to get a business card from each interviewer.
- ___ Send a thank you note or letter immediately after the interview.