INTERNSHIP SEARCH TIMELINE

Internships are an important part of your college career where you can gain valuable experience and industry connections.

We recommend that you follow this timeline to help stay on track with your internship search and meet your career goals.

BEFORE BEGINNING YOUR SEARCH TAKE TIME FOR:

Self-Discovery

- ❑ What interests, skills, and talents do you want to use, improve, or develop in your internship? (http://www.eastfalls.jefferson.edu/careerservices/exploreMajorsCareers/selfAssessment.html)
- ❑ What career paths do you want to explore with your major? (http://www.eastfalls.jefferson.edu/careerservices/exploreMajorsCareers/index.html)

Exploring Your Options

- ❑ Schedule informational interviews to learn about your field of interest (http://www.eastfalls.jefferson.edu/careerservices/linkedInandNetworking.html)
- ❑ Find out when the hiring season is for your chosen industry and adjust your plans accordingly
- ❑ Read internship listings on HireJefferson (http://www.eastfalls.jefferson.edu/careerservices/index.html); identify specific skill sets and desired qualifications for listings that interest you
- ❑ Schedule an appointment with a career counselor to discuss your options and plan by calling Career Services at 215-951-2930

3-6 MONTHS BEFORE YOU WANT TO INTERN:

- ❑ Create a resume and cover letter and have them reviewed during Walk-In Hours (Mondays, Wednesdays, and Fridays: 10:00 – 1:00 pm and Tuesdays and Thursdays: 2:00 – 4:00 pm http://www.eastfalls.jefferson.edu/careerservices/resumeAndCoverLetter.html
- ❑ Upload your resume to HireJefferson for review and approval (http://www.eastfalls.jefferson.edu/careerservices/index.html)
- ❑ Identify what kind of internship you are looking for (e.g. location, industry, paid/unpaid, credit/non-credit, etc.)
- ❑ Speak with your professors about your career interests and seek their professional advice
- ❑ Identify specific organizations or businesses to target and find out about their internship application deadlines
- ❑ Consider your financial needs and housing costs
- ❑ Participate in Career Services events such as career fairs, on-campus interviews, information sessions workshops, etc. to improve your skills and connect with employers (http://www.eastfalls.jefferson.edu/careerservices/index.html)

2-3 MONTHS BEFORE

- ❑ Review the Internships for Credit information to determine if you want to register your internship for academic credit (http://www.eastfalls.jefferson.edu/careerservices/Internships/InternshipsForCredit/index.html)

Meet with your academic advisor to determine if you have elective(s) available; Complete the

appropriate paperwork BEFORE the semester begins!

- ❑ Meet with Career Services to develop your search plan or stop in during Walk-In Hours (Mondays, Wednesdays, and Fridays: 10:00 – 1:00 pm and Tuesdays and Thursdays: 2:00 – 4:00 pm
- ❑ Create a target list of 10-20 organizations or companies that fit your interests; Talk to your professors and career services staff about your internship plans and begin networking
- ❑ Create a LinkedIn account (www.linkedin.com) and review our LinkedIn and Networking guides. (http://www.eastfalls.jefferson.edu/careerservices/linkedInandNetworking.html)
- ❑ Prepare images, a design portfolio, and a digital portfolio to present to employers (http://www.eastfalls.jefferson.edu/careerservices/behancePortfolioGuidance.html)
- ❑ Access HireJefferson (http://www.eastfalls.jefferson.edu/careerservices/index.html)
- ❑ Review postings on a weekly basis or set up a search agent to identify new listings to be emailed to you directly when posted
- ❑ Begin applying for internship postings (including on-campus interviews) on HireJefferson (http://www.eastfalls.jefferson.edu/careerservices/index.html), other Internship Sites (http://www.eastfalls.jefferson.edu/careerservices/Internships/findInternships.html) and directly on company websites found through researching and networking – be aware of deadlines!

1-2 MONTHS BEFORE

- ❑ Continue applying for internship postings (including on-campus interviews) on HireJefferson (http://www.eastfalls.jefferson.edu/careerservices/index.html) and through your other found sources – and keep a record of your applications so you can follow up
- ❑ Review interviewing tips and attend a workshop or mock interview to improve your skills (http://www.eastfalls.jefferson.edu/careerservices/interviewingSupport/index.html)
- ❑ Remember to always send a thank you note after each interview (http://www.eastfalls.jefferson.edu/careerservices/resumeAndCoverLetter.html)
- ❑ If you are registering your internship for academic credit, begin the registration and approval process outlined at http://www.eastfalls.jefferson.edu/careerservices/Internships/InternshipsForCredit/index.html

DURING THE INTERNSHIP

- ❑ Consider resources to help you maximize your internship: visit www.quintcareers.com/grad_internships.html & www.youtern.com/thesavvyintern/
- ❑ Focus on job priorities and take initiative; always come prepared and never be without a notebook and pen!
- ❑ Seek feedback and support; find a mentor and utilize any knowledge/expertise they are willing to share
- ❑ Build and maintain your professional network during and after your internship (Hint: LinkedIn is a great way to easily stay connected post internship – www.LinkedIn.com