



Internship Search Checklist

Career Services is always here to assist you in your internship search. This checklist is a suggested timeline to guide you in securing a valuable internship experience. Steps may be completed and/or begun at varying times throughout the year.

FALL TERM

- Attend a *Basic Interviewing Skills* workshop.
- Create/update your Miami CAREERlink profile online, including uploading your resume.
- Attend one or several of the *Job/Internship Search* workshops.
- Attend a *Resumes & Cover Letters* workshop to understand how to create an effective resume and a basic cover letter.
- Use *Optimal Resume* as a tool for building your resume. Access is available on our website: MiamiOH.edu/careers/, select “Internship and Job Search” and then “Resumes and Cover Letters,” and click on the “Optimal Resume” link under “Create Your Resume” (student ID login required).
- Schedule a career advising appointment to review your resume and cover letter, and to discuss and plan your internship search. Appointments with your Career Advisor can be made online through Miami CAREERlink.
- Research employers attending Fall Career Fair at Millett in September. Some employers recruit for both jobs and internships.
- Attend one of our Career Fair Training Sessions to prepare for attending Career Fairs, Spring ICE, and on-campus interviews. Programs are listed under “Programs” on the Career Services website.
- Schedule a mock interview with Career Services; completion of a *Basic Interviewing Skills* program is required. Complete the *Telling Your Story* workbook prior to your mock interview in order to practice articulating your skills, abilities, and knowledge.
- Attend an *Advanced Interviewing Techniques* workshop.
- Explore the “Summer Jobs” links on our website to help identify potential internship opportunities: MiamiOH.edu/student-life/career-services/internship-job-search/summer-jobs/index.html.
- Identify faculty, family, friends, alumni, student-affiliated groups of professional organizations, social media, LinkedIn alumni searches, employers and other networks that may have connections to internship opportunities.
- Create a list of potential employers of interest and individuals to contact.
- Attend our *LinkedIn and Social Media* programs including *Online Networking and Leveraging LinkedIn* and *LinkedIn 101: Building Your LinkedIn Brand*.
- Prepare customized cover letters and other correspondence for each internship opportunity.
- Apply for internships that have early deadlines (i.e. federal government).
- Attend other Career Services Programs that target your particular organizations of interest and your job search needs.
- Conduct follow-up with prospective employers and individuals with whom you have networked.

- ❑ If you wish to earn academic credit for your internship, check with your academic department to determine whether credit may be arranged. Not all departments will grant credit. *Academic credit should be arranged prior to the start of the internship!*

WINTER TERM

- ❑ If seeking an internship near home, use this time to identify possible internships and apply.
- ❑ Continue to network and inform contacts of your internship search progress.
- ❑ Check your wardrobe for proper interview attire and purchase needed items. *Check out Career Services Facebook and Pinterest pages for interview outfit ideas!*

SPRING TERM

- ❑ Attend a *Spring ICE Training Session* (typically offered in early February) for tips on how to prepare and to receive a printed list of participating employers.
- ❑ Review the *Spring ICE* employer list and research those of interest through our website, LinkedIn, and other online resources.
- ❑ Use Career Assistant drop-in hours at Hoyt and satellite locations for resume critiques and other questions.
- ❑ Attend the *Spring ICE: Spring Internship & Career Expo* in February to explore internships and/or full-time employment with regional and national employers.
- ❑ Follow up with contacts made at *Spring ICE* and request interviews when appropriate.
- ❑ Meet with your Career Advisor to discuss your ongoing internship search, answer questions, and review your search tools including your resume, targeted cover letters, interviewing preparation, application materials, and LinkedIn profile.
- ❑ Apply for posted internships and/or contact desired employers that may be willing to create an internship opportunity for you.
- ❑ *Tip: Spring Break* is a good time to schedule off-campus interviews with employers.
- ❑ Evaluate internship offers and select the best fit; consider transportation, housing, compensation, academic credit, and confirm start date.
- ❑ Discuss internship learning goals and job responsibilities/expectations with your internship supervisor.
- ❑ If you have not yet secured an internship by May, continue to network and make direct contact with employers. *Opportunities may still be available!*