INTERNSHIP TIMELINE

by Amy Marie Charland and Mary Ann Lawson

It's never too early to start planning for your internship. The total process—finding an internship and applying and interviewing for it—can take several weeks or even months. Here is a general timeline to assist you with the planning process:

RESEARCH INTERNSHIPS
(Three semesters before you want to begin your internship)
- Talk with your academic advisor and a career advisor to find out what internship resources are available to you on campus.
- Write your resume and cover letter; schedule appointment with a career advisor to review.
- Decide what you would like from your internship. Responsibilities? Compensation? Experience?
- Attend career fairs to find out about internship opportunities.
- Start networking with everyone you know.
- Define where you would like to do your internship. City? Corporation? Industry?
- Start researching internship opportunities. Obtain general information about the company, internship programs, contact people, and deadlines.

APPLY FOR INTERNSHIPS
(Two semesters before you intern)
- Apply online or by whatever method the company requires.
- Customize the cover letter for each opportunity.
- Practice your interviewing skills. Schedule a mock interview with a career advisor.

INTERVIEW AND ACCEPT AN INTERNSHIP
(One semester before your internship)
- Complete an application for each company where you would like to intern.
- Interview with employers.
- Send a thank-you letter to each employer who gives you an opportunity to interview.
- Accept an internship offer.

Good luck!

Courtesy of the National Association of Colleges and Employers.

Shared by the Wright State University Career Center, www.career.wright.edu
To schedule an appointment with a Career Advisor, call 937-775-2556.