INTERNSHIPS CHECKLIST

Make connections in your field!
- Become involved! Join at least two clubs or organizations, participate in conferences, and get to know your professors. These things will help you to develop references and obtain letters of recommendation.
- Volunteer! Employers love to see volunteer experience on a résumé.

Determine your needs.
- When will the internship take place? Is the internship for credit or non-credit?
- Does the internship have to be paid or can it be unpaid?
- Where can the internship be located? (housing, cost of living, etc.)

If seeking an internship for credit, what are the appropriate steps/procedures?
- Prerequisites? Contact your department faculty supervisor for eligibility requirements and ideas on where to seek internships.
- Determine your availability for the semester you wish to intern.
- Start early! Application deadlines will vary for each internship opportunity.

Develop a résumé and professional cover letter based on the company you are applying to.
- Contact Ellen Coyle, Résumé-Writing Specialist, at ecoyle@mtaloy.edu to develop a résumé.
- Create a cover letter that states your qualifications and why you want to intern at that organization.
- Start to think of references you can ask (faculty, former boss, co-workers), and be sure to contact your references to obtain permission to use their names.

What resources are available to assist in your internship search?
- Mounties@work: Sign up for an account by visiting www.myinterfase.com/mtaloy/student and search for internship opportunities that have been advertised through the Career Development office.
- Networking: Who do you know that may have contact with potential internship sites? (family members, friends of family, old or current employers, and faculty)
- Company Websites: Many companies list information about available internship opportunities under a “careers” or “employment opportunities” section.
- Job/Internship Fairs: Are there any internship fairs coming up on campus or in the area?

Make contact with potential internship employers!
- Use proper phone etiquette and introduce yourself when contacting organizations.
- What is the preferred method of application for that company? (e-mail, mail, online)
- What is the name of your contact? Ask for name and spelling, title, address and e-mail.

E-mail etiquette & social networking reminders:
- Proofread before sending! Use proper grammar and spell check.
- If attaching a résumé, be sure to name it “your name - resume” and attach it as a PDF document.
- Do not use all lowercase letters or all capital letters.
- Be sure your e-mail address is appropriate. For example, “disneyprince4life@somewhere.com” is not appropriate. Create a new email address that has your name in it for employment purposes if need be.
- Check that all Facebook, Twitter, Pinterest, Instagram and other accounts are private and have professional/appropriate photos.
- Create a professional Linked In account.

Practice those interview skills!
- If you’re feeling nervous or don’t know what to expect, schedule a mock interview with Kristy Magee at kmagee@mtaloy.edu.
- Develop a list of questions you would like to ask the employer.
- Visit the Career Development office for other interviewing tips, ideas, and handouts.
- Follow-up! Always send a thank you note or email after your interview.

Career Development, Mount Aloysius College, careerdevelopment@mtaloy.edu