

Internship Timeline

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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 adviser and a career services counselor to find out what internship resources are available to you on campus.
- Write your resume and cover letter.
- Decide what you would like from your internship. Responsibilities? Compensation? Experience?
- Attend job 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.
- Practice your interviewing skills. Schedule a mock interview with your career services office.

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