

Internship Search Checklist

Looking for an internship? Use this checklist to guide you through the process and check the [Career Center calendar](#) for plenty of opportunities to connect with employers and alumni. **Remember:** You're welcome (and encouraged!) to [chat with a career advisor](#) as you complete any/all of these steps.

1. Engage in self-assessment.

How do your interests, skills, values, personality, and career competencies relate to potential career paths? Use the tools and worksheets on our [Skills and Interests](#) and [Competencies and Career Readiness](#) pages to help you think about which sorts of experiences you're looking for in an internship.

2. Establish a timeline and specific goals for your search.

How much time will you be able to devote to your internship search? Schedule it into your week, much as you would any class, club or other obligation. Set aside time for each of the steps listed here, i.e., learning about careers, preparing a resume and cover letters, searching for and evaluating positions, tailoring documents, applying, and following up.

Set SMART (specific, measurable, achievable, relevant, and time-bound) goals for yourself, e.g., "This week, I'll visit the Career Center's drop-in hours for a resume review and review at least 5 internship listings on two different search sites." **As you plan, remember that different career fields have different recruiting timelines!** Your process may not look like someone else's, and that's to be expected.

3. Learn about career paths and employers.

There are numerous ways to research careers and employers, and we encourage you to begin with our [Explore Careers and Majors](#) section. You'll find tools like "What Can I Do With This Major?", which will give you a sense of the variety of career paths for people with your major and interests, as well as other ways to research companies and get industry news.

For a look at where Tufts grads and students work and intern, visit our [Destination Outcomes](#) page and the [Tufts Internship Profiles \(TIPs\)](#). The Profiles are searchable by industry, type of internship, major, paid/unpaid jobs and more. Fellow students provide descriptions of daily tasks, talk about what they enjoyed and found challenging, and give advice for securing similar internships.

Finally, [networking](#) (a.k.a. connecting with people to exchange information and develop contacts) is one of the most effective ways to learn about careers and employers. Best of all, you can learn from *anyone*: classmates, professors, past internship supervisors, family members, friends, and Tufts alumni. We offer many [career programs and events throughout the year](#) to help you meet alumni and employers.

One way to connect with people is to [create a LinkedIn profile](#) and [reach out to alumni in the Tufts University Career Network](#) (Tufts' largest LinkedIn group!) for advice in the form of an [informational interview](#) -- a conversation with someone who can give you insider info about a profession, employer or industry. Another neat resource? Use the [LinkedIn Alumni Tool](#) to see where Tufts grads are working, what they studied, where they're located, and more!



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4. Refine your application materials.

Whether you're new to resume and cover letter writing or have revised your documents many times, we can help! Visit our [Resume](#) and [Cover Letter](#) pages for content tips, formatting best practices, sample documents, and more.

Remember: [Career Advisors and Career Fellows are available every day](#) for resume and cover letter reviews.

5. Search for internships and determine how well they match with your criteria.

In addition to your networking efforts, you can find many internships online through [Handshake \(the Tufts database for jobs, internships and the campus recruiting program\)](#). Also, see our [Internship Listings](#) page for resources just for Tufts students, internship search engines, and region-specific websites. Review our [Internship Funding](#) page to learn more about the Career Center Summer Internship Grants and other programs.

How do you know if an internship is a good match for you? Watch a short video on the *Find an Internship* page of the Career Center website to learn more about criteria for evaluating internships.

6. Tailor your documents and apply to positions.

Before you apply, you'll need to customize your application, i.e., make it clear to the employer that your resume and cover letter are meant *for their organization and position*. This means demonstrating that you possess the requisite qualifications in the job description, as well as showing that you've researched the employer and can convey reasons why you're interested in what they do. [Use this cover letter worksheet](#) for assistance with matching skills/experiences to an employer's needs.

7. Follow up on applications and plan next steps.

Follow up with employers about a week or two after applying (unless they specifically prohibit follow-up). You're welcome to ask about the status of your application, get info about the hiring timeline (unless those details are already online), or offer additional materials. [Brush up on your interviewing skills](#) in preparation for conversations with employers.



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