

The internship search process can feel overwhelming, so it's helpful to break it into manageable steps. The good news is you don't have to do every step in order. For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can, and you'll find yourself on the way to a great internship opportunity.

You can receive assistance for every one of these steps through the Luther College Career Center. And you don't have to do it all during business hours – start by checking our web site <http://career.luther.edu> for lots of links and helpful information.

Step 1: Know yourself.

- I have identified my personal strengths, skills, interests, and values.
- I have made a list of possible job titles/fields of interest.
- I can name two or three careers/jobs I plan to further investigate.

Step 2: Know where you want to intern.

- I have spoken with a staff member in the Career Center to discuss my interests in interning.
- I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc.
- I have identified the geographic areas where I'd like to be located during my internship.
- I have identified 10 potential internship sites/opportunities that offer the type of experience I am seeking.

Step 3: Get ready for the search.

- I have spoken with my faculty advisor about my internship interests and the possibilities of earning academic credit.
- I have had my resume and cover letter(s) reviewed by a professional in the field or a staff member in the Career Center.
- I have developed my "30-second speech" for short encounters with internship sites.
- I have analyzed my education and developed my "liberal arts story" for internship sites.
- I have identified three individuals who will serve as references.
- I have developed my interview skills.
- I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
- I have an interview suit that is appropriate for the field in which I plan to work.
- I have a professional-sounding answering machine/voice mail message in case an internship site calls.
- I have a neutral/professional e-mail address to give to internship sites.

Step 4: Start searching.

- I regularly check CareerConnections (<http://career.luther.edu/cc>) for internship opportunities in my field.
- I have researched and reviewed the various internship directories in the Career Center's Resource Library.
- I have a system for keeping track of my applications, contacts, interviews, and other job-search activities.
- I follow-up on every interesting internship lead immediately.
- I have developed a list of potential networking contacts and keep in touch with them.
- I follow-up each internship application with a phone call or e-mail to the employer requesting an interview.
- I send thank you letters or e-mails to every person who interviews me.
- I keep in touch with my faculty advisor and the Career Center with respect to my internship search and progress.