Ready to begin an internship search? Follow this checklist to help you through the process.

**SELF-AWARENESS**
- Identify your reasons for seeking an internship.
- Identify your occupational and/or industry preferences.
- What do you hope to learn from your internship?
- Do you have a geographic preference?

**How?**
- Attend our Career Fairs, panel discussions, receptions, and events to meet alumni and other professionals.
- Search for internships on Handshake (https://app.joinhandshake.com/login), LinkedIn and Ascend (https://ascendindiana.com/), Indeed, and company/organization websites.
- Connect with alumni to network and learn about different organizations and occupations by using ValpoConnect (powered by WISR) (https://valpo.wisr.io/login/) and LinkedIn.
- Search Professional Organization websites (i.e. American Psychological Association (APA), National Society of Professional Engineers (NSPE), The American Finance Association (AFA), etc.
- Talk to faculty, family & friends and the Career Center.

**MAKE CONNECTIONS**
- Network strategically, not just with those who are in the position to hire, but those who can give you valuable information about the field you want to break into. ValpoConnect (https://valpo.wisr.io/login/) and LinkedIn are excellent resources for this.
- Consider volunteering or job shadowing if you are unsure of what you want. This will not only give you an insight into a profession/occupation, but it will also set you up to be the first to hear about internship openings and get your name and face known.
- Lean on your contacts, colleagues, relatives, and friends of contacts who might already be working in the area you wish to explore.
- Think positively, be persistent and don’t get discouraged.

**PREPARE**
- Work on your resume & cover letter to make them specific to the internships to which you are applying.
- Research and learn everything you can about your career interests and employers that interest you, as well as the duties and requirements of the positions to which you are applying.
- Monitor internship opportunities with saved search lists on job posting sites.
- Practice interviewing with Mock Interviews at the Career Center and Big Interview (https://valpo.biginterview.com/).