**“FINDING AN INTERNSHIP” SEARCH CHECKLIST**

**VALPARAISO UNIVERSITY CAREER CENTER | 219.464.5005 | career.center@valpo.edu | https://www.valpo.edu/career-center/**
**HOURS: MONDAY - FRIDAY 8:00 AM – 5:00 PM | DROP-IN ADVISING MONDAY - THURSDAY 10 AM - 12 PM & 2 – 4 PM**

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

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### SELF-AWARENESS

☐ Why are you seeking an internship?

☐ What are some of your occupational and/or industry interests and preferences?

☐ What do you hope to learn from your internship?

☐ Do you have geographic preferences?

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### HOW?

☐ Attend our Career Fairs, panel discussions, receptions, and events to meet alumni and other professionals.


☐ Connect with alumni to network and learn about different organizations and occupations by using ValpoConnect (powered by WISR) ([https://valpo.wisr.io/login/](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.

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### MAKE CONNECTIONS

☐ Network strategically, not just with those in the position to hire, but those who can give you valuable information about the field you want to break into; this includes Valpo alumni and ValpoConnect ([https://valpo.wisr.io/login/](https://valpo.wisr.io/login/)) and LinkedIn are excellent resources for reaching them.

☐ Volunteer or job shadow: this will give you insight into a profession/occupation and it may help you to hear about internship openings and get yourself known.

☐ Lean on your friends, classmates, advisers, coaches, family relatives and friends of contacts who might already be working in areas you wish to explore.

☐ Think positively, be persistent and don’t get discouraged.

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### PREPARE

☐ Make your resume & cover letter 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 and alerts on job posting sites.

☐ Practice interviewing with mock interviews at the Career Center and on [Big Interview](https://valpo.biginterview.com/).