

“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.

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?

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 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/>) 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.

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/>).