Want an Internship but don’t know where to start? Plan ahead. Start looking at least 6 months in advance. Here is a checklist to help you get started in the right direction. For more information, please see Ready Reference C1 and C2.

What to do before you look:
___ Determine your internship preferences (geography, type of work, financial needs, etc.).
___ Prepare your resume and cover letter. Have it reviewed by CEAT Career Services.
___ Register on the HIRE System to search job postings and participate in on-campus interviews.

Searching for Internships:
___ Talk to professors, advisors, friends, and family.
___ Attend OSU Career Fairs, as well as the CEAT Career Fair.
___ Attend employer informational sessions and research company websites.
___ Check the bulletin boards in your department for postings.
___ Make an appointment to visit with CEAT Career Services staff in ATRC 105G.

Applying for Internships:
___ Select internship positions that meet your needs and guidelines.
___ Apply for several internships to increase your chances of success.
___ Tailor your resume to each company with which you are applying.
___ Be sure to have a professional message on both your voice mail and answering machine. Inform roommates that companies might be calling and ask them to take detailed messages.
___ Respond promptly to all messages and phone calls.

Interviewing:
___ Research the company you are interviewing with, as well as the position.
___ Schedule a mock interview with CEAT Career Services if you feel you need to practice your interview skills.
___ Prepare a list of questions you would like to ask during the interview.
___ Be sure to get a business card from each interviewer.
___ Send a thank you note or letter immediately after the interview.