

Internship Check-List

Follow this check list as a guide:

- ❑ **Decide What You're Looking for**
- ❑ **Decide if you want to relocate**
- ❑ **Decide what your time commitments can be**
- ❑ **Start Researching Internship Opportunities**
- ❑ **Meet with Tiger TrACS staff member for resume and cover letter assistance**
- ❑ **Attend Career Events including both informational sessions and career fairs**
- ❑ **Search for Opportunities on HandShake (handshake.auburn.edu)**
- ❑ **Network: do informational interviews with those you know in the field and discuss opportunities**
- ❑ **Seek reliable people to serve as references on your application and reach out to ask their permission to use their name**
- ❑ **Apply for Internships**
- ❑ **Seek resume and cover letter assistance with Tiger TrACS staff to develop strong documents for your application**
- ❑ **Wait for Responses and Follow-up**
- ❑ **One to two weeks after submitting your application, follow-up with an email to make sure it was received**
- ❑ **Once the deadline passes, contact the organization to find out if additional information is needed and when interviews will take place: *Be persistent, but not annoying.***
- ❑ **Arrange interviews for positions**
- ❑ **Set up a mock interview with Tiger TrACS to prepare for your interview**



Internship Information

Internships provide hands-on experience in the world of work. They can help confirm career interest while building your resume and often time can lead to full-time employment. You have to prepare for obtaining an internship. This check list outlines steps to preparation. Give yourself a 4-6 months window to prepare.

This guide provides more information about each step you should take:

□ Decide What You're Looking for

Before you start looking for an internship, answer the following questions:

- Why am I looking for an internship? Is it for work experience, academic credit, or a different reason?
- An internship is a process that requires planning therefore, when am I looking to intern? When am I available to commit to an internship?
- Am I willing to travel or relocate for the internship period?

□ Start Researching Internship Opportunities

Once you have a clear idea of what you're ideal internship is, there are a number of ways to begin looking for opportunities. Utilizing as many resources as possible will enhance your options.

- Meet with a career counselor who will gladly help you with your internship search process – including updating your resume and cover letter. Go see a career counselor at the Tiger TrACS Career Center!
- Attend Career Events including both informational sessions and career fairs. These experiences will help you begin networking and talking to representatives of organizations/companies that you would like to work for, along with finding out what type of skills are needed.
- Search for opportunities on handshake.auburn.edu
- Be mindful that only about 25% of internship opportunities are posted online. If there are specific companies you would like to work for, search their website to see if internship are offered and how you could set up an informational meeting. Many students overlook organizations, such as hospitals, non-profits, radio stations, and newspapers.
- Start networking by doing informational interviewing. Talk to friends, family, professors, etc. and let them know that you are interested in an internship.

□ Apply for Internships

Now that you have found opportunities that interest you, start applying. Remember to refer to the questions that you answered in step 1 and make sure that these internships meet your criteria. To apply for internships, you may need to consider some of the following:

- Most positions will require a resume and cover letter specific to their organization. There are plenty of resources available for making sure you build a strong cover letter and resume. If you already have one, the Tiger TrACS Career Center will provide assistance

in developing to polishing your resume and/or cover letter before sending it out. The Auburn University Career Center website also has resources for resume and cover letter success at <http://career.auburn.edu>.

- Many organizations will ask you for references. Before beginning the application process, seek out people (e.g. professors, previous employers, etc.) who are willing to serve as positive references for you. ***You never assume someone will serve as a reference for you. Always ask before submitting their name.***
- Some organizations, especially those with large internship programs, will have you complete a formal application for the position.

□ Wait for Responses and Follow-up

This step is arguably the hardest part. One to two weeks after submitting your application, follow-up with an email to make sure it was received. It may take up to a month to receive a response about your application. ***Pay close attention to deadlines.*** Once a deadline has passed, contact the organization to see if additional information is needed and possibly find out when interviews are being conducted. ***Be persistent, but not annoying.***

□ Interview for Positions

Arrange an interview whenever possible or requested. The Tiger TrACS Career Center offers interview preparation including mock interviews. The Auburn Career Center website also has resources to help you be successful in you interviews.

Obtaining an internship can be difficult and overwhelming. The Tiger TrACS Career Center in the Student-Athlete Development Center can assist in developing a strong cover letter and resume! Come see us!



Contact the Tiger TrACS Career Center:

Janice Robinson

Coordinator of Student-Athlete Enhancement
robinja@auburn.edu
SADC Room 315

Abigail Holder

Graduate Assistant
amh0033@auburn.edu
SADC room 270

Michelle Keesee

Coordinator of Alumni Engagement
msk0018@auburn.edu
Coliseum 2039

www.AuburnYou.com

 @AuburnYou