

# INTERNSHIP CHECKLIST

## STEP ONE: Know Yourself

- ✓ I have identified my personal strengths, skills, interests, and values
- ✓ I have made a list of possible job titles/fields of interest
- ✓ I can name two or three careers/jobs I am considering pursuing

## STEP TWO: Know Where You Want to Intern

Company Name	Location	LinkedIn Connection
1		
2		
3		
4		
5		
6		
7		
8		

- I have researched organizations / companies of interest and have identified 8 potential employers for the type of internship I'm seeking

## STEP THREE: Get Ready For the Search

- Created and updated my LinkedIn profile
- Résumé and cover letter(s) reviewed by a professional in the field or IDEA Center staff
- Portfolio of my work prepared to highlight experience, skills and talents
- Developed “30-second elevator speech” for employer interactions
- Identified three individuals to serve as references
- Practiced interview skills via InterviewStream.com or professional coaching
- Acquired industry appropriate interview attire
- Customized professional-sounding outgoing message on voicemail
- Established a neutral/professional e-mail address
- Reviewed social media profiles for professionalism

## STEP FOUR: Begin Search

- Periodically check Bruin Careers and IDEA Center for internship opportunities
- Created a system for organizing my contacts, interviews, etc
- Follow-up on every potential internship lead immediately
- Develop a list of potential networking connections
- Maintain relationship with networking connections
- Send thank you letters or e-mails to each interviewer post interview

**REMEMBER:** Be persistent and patient in pursuing opportunities (internship searching takes time and effort!).



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