

# INTERNSHIP PLANNING

Student: \_\_\_\_\_

Major: \_\_\_\_\_

## GOAL SETTING

Why do I want an internship?

- Help to decide my major
- Explore a potential career path
- Gain relevant experience for my resume
- Potential lead to employment
- Build my professional network/gain references
- Requirement for an academic program
- You keep reading/hearing about them

General or specific area of interest \_\_\_\_\_

Type of position/role you are looking for \_\_\_\_\_

Expected graduation date \_\_\_\_\_

Ideal internship term \_\_\_\_\_

Geographic preferences \_\_\_\_\_

## CAREER RELATED EVENTS/ACTIVITIES YOU HAVE PARTICIPATED IN PREVIOUSLY (Or plan to)

- Majors Fair (*Sept*)
- Career Fair(s)
- Internship Workshop
- Graduate School Fair (*Oct*)
- Employer Info Session or Table in the Bobcat, if so who?  
\_\_\_\_\_
- Career Exploration Class (*Fall or Spring*)
- Appointments (check-ins, resume reviews, cover letter reviews, LinkedIn reviews, search assistance, etc.)
  - With? \_\_\_\_\_
- Other (please describe) \_\_\_\_\_
- Professional Impressions Night (*Feb*)
- Job Shadowing
- Volunteering
- Informational Interview
- Career Assessment

## NEXT STEPS:

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**Consider this a general overview of steps to take when preparing for an internship, and remember we are here to help throughout the process!**

### Resumes & Cover Letters

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- Draft a resume
- Have your resume reviewed by a staff member in Career Services
- Update your resume based on Career Services staff suggestions
- Review and update your resume every semester
- Upload a revised resume to College Central (CCN) & make it public to employers
- Draft a cover letter
- Have your cover letter reviewed by a Career Services staff member
- Customize your resume and cover letter for each application you submit

### Networking

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- Draft and practice your elevator speech
- Create a LinkedIn profile with a photograph
- Review and update your LinkedIn profile every semester
- Participate in a job shadowing experience
- Have your LinkedIn profile reviewed by a Career Services staff member
- Tell family, friends and networking contacts about your internship goals
- Follow companies that are in your industry or interest area on Handshake, LinkedIn or another social media outlet
- Engage with groups, professional organizations, and Pitt alumni on social media
- Attend a professional networking event on or off campus (ex. Professional Impressions)
- Join a student organization, professional organization, or honorary society
- Discuss your internship search with a faculty member

### Searching

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- Complete a career assessment ([www.mynextmove.org](http://www.mynextmove.org), [www.pacareerzone.org](http://www.pacareerzone.org), <https://www.studentaffairs.pitt.edu/cdpa/kuder-journey-career-assessment/> or Strong Interest Inventory with a Career Services staff member)
- Review your academic department's webpage about internships and experiential learning
- Attend a career fair (Pitt, WestPACS, WANT, etc.)
- Search for opportunities in CCN or Handshake
- Mark at least 5 employers as favorites in Handshake
- Search for organizations by industry
- Explore external search engines for internship postings

### Applying

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- Apply for at least one internship in CCN, Handshake or the Internship Flash (emailed bi-weekly)
- Have a member of the Career Services staff review application materials as often as desired
- Follow all instructions for application submission provided by the company website or recruiters
- Follow-up on application approximately two weeks after submission
- Print and save job descriptions for every internship to which you apply

### Interviews

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- Participate in a mock interview with a Career Services staff member
- Follow-up in writing after each interview within 24 hours
- Practice responses to standard interview questions
- Practice the STAR technique in responding to behavioral based interview questions (specific situation, task, action, result)
- Prior to an interview, research the employer website, recent news, and position description
- Prepare questions to ask interviewers in advance
- Prepare professional attire at least one day in advance of your interview
- Map out the location, travel route, travel time, and parking information prior to an interview