INTERNERNSHIP PLANNING

Student: ___________________________________________ Major: ___________________________________________

GOAL SETTING

Why do I want an internship?

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

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) ☐ Professional Impressions Night (Feb)
☐ Career Fair(s) ☐ Job Shadowing
☐ Internship Workshop ☐ Volunteering
☐ Graduate School Fair (Oct) ☐ Informational Interview
☐ Employer Info Session or Table in the Bobcat, if so who? ☐ Career Assessment

☐ Career Exploration Class (Fall or Spring)
☐ Appointments (check-ins, resume reviews, cover letter reviews, LinkedIn reviews, search assistance, etc.)
  ○ With? ___________________________________________________________

☐ Other (please describe) _________________________________________________

NEXT STEPS:

________________________________________________________________________

________________________________________________________________________

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August 2020 (Over -----→)
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**
- 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**
- 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**
- 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/](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**
- 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**
- 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