Internship Checklist

Know what you want
- What types of jobs are you interested in?
- Who would you really like to work with?
- Be able to convey your goals clearly.
- Write out a self-introduction that tells about your background, experience, and what type of job you are looking for. Keep it brief and practice it.
- Brainstorm possible contacts: Who do you know? Who is connected to your field?

Make Contact
(By phone)
- Be prepared to leave voice mail messages.
- Have self-introduction prepared.
- Decide what you need from each contact.
- Ask if you may forward your resume.
- Get the correct spelling of names, titles, and addresses.
- Keep conversation brief.

(By letter)
- Similar guidelines
- Let reader know you will follow up with a phone call.
- Include who referred you.
- Include a self-addressed stamped envelope if requesting company info.

Helpful Tips
- Send a thank-you note.
- Stay organized so you know who you have contacted.
- Keep adding to your list of contacts.
- Join local chapter of professional organizations.

Internship Check List
- Register your account on ePACK (www.cals.ncsu.edu/epack)
- Determine what kind of internship experience you would like.
- Check with your department requirements for credit (if desired).
- Prepare a resume and have it reviewed by a career adviser.
- Search for internships on ePACK (www.cals.ncsu.edu/epack)
- Network with professionals at the CALS Career Expo.
- Interview for internships. Send thank you notes after interviews.