

Top Ten Tips for Finding a Dream Internship¹¹

1. Plan Ahead!

Start looking in February for a summer internship, August for a fall internship and October for a winter semester internship. There is a lot to do to prepare for your internship search - so the earlier the better.

2. Write a Resume and Cover Letter That Showcase Your Skills.

Internship coordinators and employers don't expect you to have a lot of work experience. You should use your resume to highlight your talents, skills, and extracurricular activities and sports.

3. Know Your Audience.

When applying for an internship you should be familiar with the company you are applying to and the industry in which the company participates.

4. Use Correct Spelling and Grammar.

Use electronic spelling and grammar tools and then you should have at least two other qualified people review your work.

5. Have Reference Letters Prepared.

A good reference letter from a professor, advisor or employer can help you get an advantage over other candidates with similar qualifications.

6. Be Clear About Your Availability.

If you are applying for an internship outside of the area in which you are attending school and/or reside, you must let the employer know that you will be relocating to their area for the internship period. Your cover letter should be very clear in expressing this.

7. Don't Wait for the Internship to Come to You.

Be proactive and search out companies that interest you and then approach them directly. Make contact with their human resources department or hiring manager to find out what internships might be available.

8. Network!

Use your network of family, friends, friends' family, school, and work contacts to find out about possible internships. If your friends and acquaintances know you are looking for an internship they will be likely to let you know when they hear about one. Also try electronic social networks.

9. Get the Right Contact Information.

Know who is responsible for hiring and initiating intern candidates at the companies you are interested in.

10. Pave the Way for Your Career.

Offer constructive feedback throughout your stay, take advantage of every opportunity to learn, and be willing to assist the company with future internship recruiting. Most importantly, lay the foundation for a future internship for yourself or full time employment by showing your employer that you are a talented person who is willing to work hard.

¹¹ Adapted by: http://www.internjobs.com/jobSeekers/resources/articles/Top_Ten_Internship_Tips.html