



INTERNSHIPS: Finding the Right Fit

Internships come in all different shapes and sizes: they may be paid, or they may be unpaid; they may be part-time, or they may be full-time. An internship could be taken through your department for academic credit, or it could be taken to gain "real world" experience; it could last the whole semester, or it might last for only a month or two.

All internships have some qualities in common.

Internships will allow you to:

- ◇ Acquire work experience that is relevant to your academic training
- ◇ Gain practical "hands on" work experience and skills
- ◇ Establish valuable relationships with potential employers

Finding the right internship is primarily the student's responsibility, but the Career Center will gladly assist you with your preparation and search. Please fill out the information below to help us with this process.

Name:	Today's Date:
Phone:	
E-mail:	
Major:	Minor/Concentration:
Academic Year:	Graduation Date:
GPA:	
Academic Advisor:	

Clarifying your internship expectations:

I am seeking an internship for...
 Fall Spring Summer

I am available to work this many hours per week...
 5-10 10-20 20-30 30-40

The ideal length of time for my internship experience is _____.

Geographically, I would like this internship to take place in _____.

My internship needs to be paid? Yes No

I need this internship for academic credit? Yes No

Define your internship goals: *(You may need a separate sheet of paper)*

- Why do you want an internship?
- What experiences are you hoping to gain?
- What are your goals for this internship?
- What do you hope to learn?
- What responsibilities and daily duties would you like to have as an intern?
- What are the specific skills and knowledge you want to develop by the end of this internship?
- What assets will you bring to the organization (skills, personal traits, computer knowledge, etc.)?

Additional goals: *(Check the most applicable statements)*

- Help me decide an academic major
- Try out a particular career field
- Acquire broad exposure to an industry
- Explore a specific geographical area
- Gain professional experience and connections
- Engage in research or independent study
- Earn money

Locate the skills required for this profession:

Conduct an O*NET search of this specific occupation by going to www.online.onetcenter.org, and type in the name of your desired occupation. Select a job title that interests you within this occupation, and then print out this information. Read through the document and highlight the key skills and knowledge needed within this field.

Identify the specific matches between the skills needed in this profession and the skills that you already possess:

List these skill matches:

Who hires people or interns that match my skills and interests?

Make a list of the "Top 5 Employers" where you would most like to complete your internship experience:

- 1)
- 2)
- 3)
- 4)
- 5)

Then, articulate your skills and qualifications in targeted résumé and cover letter:

⇒ Bring a copy of your résumé and cover letter, along with this form, and the results of your O*NET search to your scheduled internship appointment.