

How to Find an INTERNSHIP Checklist:

- ❑ Research your skills, interests and values and explore your goals for having an internship. Visit the **Counseling and Career Assessment Center** for career counseling and planning, and to take the *Myers-Briggs* (personality type indicator) and/or the *Strong Interest Inventory* (which will identify, clarify and expand possible career options).
- ❑ Connect with a mentor through the **Gonzaga Alumni Mentor Program (GAMP)** who is working in your desired field or geographical location.
- ❑ NETWORK—use your contacts (friends, family, mentor, alumni, professors, adviser) to learn about internship opportunities.
- ❑ Identify employers that match your career interests and desired geographic location, and research their internship possibilities. If they don't have an internship program, contact them about creating an internship.
- ❑ Conduct informational interviews to gain a better understanding of a specific occupation or industry, and to build a network of contacts in that field.
- ❑ Search on ZagTrax (www.zagtrax.net) and other online resources to locate interesting internship opportunities.
- ❑ Write a *résumé* and *cover letter* and have them critiqued by the **Career Center** during *Drop In After Hours* every Tuesday from 4:30-5:30 pm, *Resumania* (each month during lunch hour), or *Walk-In Appointment* or a *Scheduled Appointment*.
- ❑ Apply for internships by sending out your *résumé* and *cover letter*.
- ❑ Prepare and practice for *interviews* by attending the *Interview Preparation workshop*, and/or participating in the *Speed Mock Interviews*
- ❑ *Interview* with employers and send a thank you letter after each interview.