

Internship Checklist:

- _____ Resume reviewed and finalized
- _____ Cover letter reviewed and finalized (create a new cover letter for each opportunity that you apply for)
- _____ Develop your brand! Work on your 30 second pitch, and create a networking email
- _____ Research organizations that you would like to intern with this summer
- _____ Use all of your resources to speak with networking contacts (Career Services, the Career Network, LinkedIn, Family, Friends, etc.)
- _____ Keep a list of all of the internships that you have applied for
- _____ Schedule a mock interview with career services and/or use InterviewStream
- _____ Create a thank you email/letter. Buy thank you cards if you plan on sending out thank you cards after interviewing.