



# INTERNSHIP CHECKLIST



College of Arts and Sciences and the College of Social Science, Health, and Education students.

CHECK WHEN COMPLETED

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**APPOINTMENT** | Make an appointment with a career advisor by calling 513-745-3141.

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**SELF-ASSESSMENT** | Before searching for an internship, you need to know what opportunities suit your skills, personality and goals. Think about both your short- and long-term career goals. Many employers use internships as a way to screen potential future hires, so think about the kinds of places you would like to work after graduation.

**A FEW THINGS TO CONSIDER:**

- Type of job that interests you
  - Skills you would like to develop
  - Types of opportunities that fit into your academic major and learning goals
  - Type of company and industry
  - Size of company (Do you want 10 co-workers or 5,000?)
  - Location (Do you have a car? Is it near your home or near public transportation?)
- \*Review pages 5-7 in the Job and Internship Search Guide for more complete information: [www.xavier.edu/career/docs/job-internship-search-guide.pdf](http://www.xavier.edu/career/docs/job-internship-search-guide.pdf)

**INTERNSHIP/CO-OP SEARCH** | Once you know what you are looking for, you need to know where to look.

**RESOURCES:**

- Use online search sites such as eRecruiting, idealist.org or others that apply to your preferred industry.
  - Utilize your professors, advisors and professional networks to seek opportunities.
  - Visit company web sites to search positions (look under Employment or Human Resources for career links).
- \*Review pages 9-11 in the Job and Internship Search Guide for additional search strategies.

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**CREATE/REVISE RÉSUMÉ AND COVER LETTER**

- Review the Resume & Cover Letter Guide for assistance: [www.xavier.edu/career/docs/Resume-Job-Correspondence-Guide.pdf](http://www.xavier.edu/career/docs/Resume-Job-Correspondence-Guide.pdf).
- Attend walk-in hours to have these documents reviewed (Monday-Wednesday, 1:30-3:30 p.m., and Thursday-Friday, 11 a.m.-1 p.m.).

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**SET UP A MOCK INTERVIEW**

**INTERVIEWING TIPS:**

- Review the Interviewing Guide: [www.xavier.edu/career/docs/interviewing-guide.pdf](http://www.xavier.edu/career/docs/interviewing-guide.pdf).
- Know your skills, interests and career goals so you can convey to the employer why you are a good match for the position.
- Do your homework on the company/organization prior to the interview.

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**YOU ARE OFFERED AN INTERNSHIP**

- Inform the Career Services Center by e-mailing your opportunity to [csc@xavier.edu](mailto:csc@xavier.edu).
- Complete any necessary paperwork for your internship and have it signed by your internship supervisor.
- If required, enroll in the internship class. Meet with your faculty coordinator for assistance.
- Meet academic deadlines specified by your faculty coordinator.
- Refer to your faculty coordinator for more information.

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