

Internship Search Timetable Checklist

SEPTEMBER/OCTOBER/NOVEMBER/DECEMBER

- Register online with College Central Network www.collegecentral.com/gordonstate through the Career Services Center. Registration in our system will allow employers to notify you of internship opportunities, as well as provide you with access to internship listings.
- Attend a *How to Find an Internship* seminar or make an internship appointment to learn about the different resources available for finding an internship.
- Use College Central's resume builder as a tool for building your resume.
- Submit your resume through CCN to have staff review your resume and cover letter.
- Attend the Career Services presentations/Career Camp which provides information such as Internship Decorum, Resume Ready, Dress for Success and Speed Networking
- Attend a Fall Career Fair to network with employers.
- Use your network—who do you know (and who do they know) that may have an internship opportunity? Consider faculty, family, friends, alumni, etc.
- Develop a “prospects” list of potential employers in which you are interested.
- Prepare customized cover letters and resumes for each internship opportunity.
- Apply for internships with early deadlines.
- Conduct follow-up phone calls with prospective employers.
- If you wish to earn academic credit for your internship, check with your academic department to determine whether credit may be arranged. *Academic credit should be arranged prior to the start of the internship!*

WINTER BREAK

- If seeking an internship near home, use this time to identify possible internship sites/apply.
- Continue to network and inform contacts of your internship-search plans.
- Check your wardrobe for proper interview attire and purchase items as necessary.

JANUARY

- If just getting started, begin with the September/October/November/December checklist.
- Update your Kuder.com profile and revise your resume as necessary.
- Apply for internships (those posted) and/or contact desired employers that may be willing to create an internship opportunity for you.

FEBRUARY

- Utilize resume and internship advising for resume critiques and other questions.
- Attend a Spring Career and Internship Fair to network with employers.
- Follow up with contacts made at the fair and interview with interested parties.

MARCH/APRIL/MAY

- Tip: Spring Break is a good time to schedule off-campus interviews with employers.
- Evaluate internship offers and select the best. Confirm start date and other details in writing.
- Arrange transportation, housing, etc., if needed.
- Set goals and discuss mutual expectations with your internship supervisor & Academic Coordinator.
- Experience a great internship