



Internship Checklist

Ready Reference ♦ C-3

College of Engineering, Architecture & Technology ♦ Career Services

Want an Internship but don't know where to start? Plan ahead. Start looking at least 6 months in advance. Here is a checklist to help you get started in the right direction. For more information, please see Ready Reference C1 and C2.

What to do before you look:

- Determine your internship preferences (geography, type of work, financial needs, etc.).
- Prepare your resume and cover letter. Have it reviewed by CEAT Career Services.
- Register on the HIRE System to search job postings and participate in on-campus interviews.

Searching for Internships:

- Talk to professors, advisors, friends, and family.
- Attend OSU Career Fairs, as well as the CEAT Career Fair.
- Attend employer informational sessions and research company websites.
- Search the OSU Career Services website at <http://www.hireOSUgrads.com>.
- Check the bulletin boards in your department for postings.
- Make an appointment to visit with CEAT Career Services staff in 102 Engineering North.

Applying for Internships:

- Select internship positions that meet your needs and guidelines.
- Apply for several internships to increase your chances of success.
- Tailor your resume to each company with which you are applying.
- Be sure to have a professional message on both your voice mail and answering machine. Inform roommates that companies might be calling and ask them to take detailed messages.
- Respond promptly to all messages and phone calls.

Interviewing:

- Research the company you are interviewing with, as well as the position.
- Schedule a mock interview with CEAT Career Services if you feel you need to practice your interview skills.
- Prepare a list of questions you would like to ask during the interview.
- Be sure to get a business card from each interviewer.
- Send a thank you note or letter immediately after the interview.

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