

STEPS TO PLANNING AN INTERNSHIP

1. Clarify your goals and objectives.

The Career Development Center offers individual counseling and assessments.

Why do you want an internship?
What kind of projects do you want to be doing?
What kind of skills do you want to use and learn?
What do you hope to accomplish by the end of the internship?
What are you prepared to do?
What industry (including government groups) interests you?
What area interests you – design, manufacturing, quality, marketing, research, etc?
Are you interested in summer only, or doing a co-op?
Where are you interested in working geographically?

2. Prepare for the internship search.

The Career Development Center offers resources, handouts, workshops and individual appointments.

Develop a resume and have it reviewed.
Write a sample cover letter.
Prepare a list of references.
Research organizations that interest you.
Determine who you know that works at these companies (through student organizations, friends, family, advisor, engineering office staff, career development center, companies that you meet through course work)
Conduct informational interviews.
Participate in "Engineer of the Future" event in October

3. Search for an internship site.

The Career Development Center has information regarding possible work sites including: Web links, Resource Center information, and directories of companies. www.stthomas.edu/careerdevelopment/joblistings

Identify the appropriate person to contact at each organization of interest (not all positions get posted, so be bold when looking).
Contact that person via telephone or letter and learn application process.
Research organization web site.
Find out if previous students have done internships there.
Talk to your faculty advisor and/or a career counselor.
Search internet web sites; links are found from the Career Center web site.

Check out companies recruiting on-campus: www.stthomas.edu/careerdevelopment/oci

Use Career Resource Center Internship Directories.

4. Apply for the position(s).

Find out what materials they want, e.g. letter of interest, resume, writing samples (lab or project reports), references, portfolios of CAD work.

Practice your interviewing skills. Always send a thank you letter following the interview.

After the interview, make follow-up contact with a phone call to reaffirm your interest in the position and check on the status of your application.

Career Development Center, www.stthomas.edu/careerdevelopment
651-962-6761
350 Murray Herrick Campus Center