

# Internship Checklist



1. Target an area you want to work in, and find companies/organizations who are doing that work.
2. Update your resume and cover letter using the Resume and Cover letter guide (contact Career Advising if you need one).
3. Research the companies, look at their websites, and see if they have internships posted. You can also use Indeed.com to search out specific opportunities in specific geographic areas.
4. Call the companies and inquire about the possibility of working on site if internships are not posted, but you are still interested in them.
5. Apply for opportunities which seem to fit, keeping in mind the internship should be helping to move you toward future career goals.
6. Determine whether you want to do the internship for credit or not, and contact the faculty internship supervisor for your major in order to determine if the internship qualifies as a credit bearing experience.
7. Contact Leslie Streissguth at [streisl@lemoyne.edu](mailto:streisl@lemoyne.edu) to begin paperwork for the for-credit internship experience.