

STUDENT INTERNSHIP CHECKLIST



**START YOUR SEARCH 3 MONTHS PRIOR TO YOUR INTENDED START DATE:
FINDING AN INTERNSHIP TAKES TIME!**

- **Meet with Career Services**
 - Schedule an appointment with a career advisor to discuss your internship goals, resume, cover letter, and interview skills.
- **Research Internship Opportunities**
 - **Begin your search early** and utilize the services of CCRI Career Services and [Handshake](#), CCRI's job and internship database
 - Additionally, utilize national online job boards like indeed.com, glassdoor.com, ziprecruiter.com, and professional networking sites like linkedin.com to identify potential internships that align with your career goals
- **Create/Update Your Resume and Cover Letter**
 - Tailor your resume and cover letter to the specific internship you're applying for
- **Prepare for Interviews**
 - Practice common interview questions and scenarios
 - Consider participating in mock interviews with a Career Services staff member
- **Secure an Internship**
 - Apply to multiple internships and follow up with potential employers
- **Complete Necessary Paperwork**
 - Obtain any required forms or paperwork from your CCRI faculty member or internship provide (if applicable)

**Follow up with Career Services during your search.
WE WANT TO HELP!**