

Internship Checklist

Career Services provides individual assistance for students looking for an internship. We realize that many students may be overwhelmed with all of the resources available to them when starting an internship search. Make an appointment to see a Career Counselor for additional help. You do not have to do this alone!

Step 1 – Self Assess – Consider these Ideas

- Identify your career interests. This could be done by self-reflection, speaking with a Career Counselor, or taking the career assessments Strong Interest Inventory and the Myers Briggs Type Indicator.
- What size of organization would you like to work at?
- Identify a career industry, geographic area, and time of year (Fall, Spring, Summer) to focus your internship search.
- Do you need a paid or unpaid internship? If finances are an issue, try a part-time unpaid internship and a part-time paid job.
- Start searching for internships early! Some summer internships have deadlines as early as October. Be prepared; start at least 6 months before the time you would like to start your internship.

Step 2 – Get your Tools Ready

- Create and/or update your resume and cover letter. Have these reviewed by a Career Counselor.
- Create a list of at least 3 references (a faculty member, former employer, advisor, etc.). Have references compose letters to specific internship positions if possible.
- Conduct at least 1 mock interview with a Career Counselor.
- Gather appropriate interview attire to prepare for upcoming interviews.
- Get a writing sample ready to submit to an employer if asked.
- Order an official transcript from the Registrar's office and download an unofficial transcript from "MyCampus2 Portal" to submit as part of an internship application packet if asked.

Step 3 – Start your Search

Where are the internships? Don't just try one; use as many methods as possible. After your research, remember that a lot of internships are never advertised. Make a list of your top 10 "dream companies" to intern with, find them on the internet, and call them. Popular companies such as Google, or MTV, while desirable to work at, receive hundreds if not thousands of applications. Broaden your search to include a diverse group of organizations by geographic location and size. Keep records of your search. Start with the following:

- **Career Services** – Our office has an array of books, publications, and online resources that can jump start your internship search.
- **PitzerLink/NIC** (Nationwide Internship Consortium) – The Claremont Colleges in addition to 12 colleges and universities across the country offer students access to over 8000 internship listings.
- **Career Fairs** – The Claremont Colleges host a variety of fairs open to the Claremont College student body. This is an easy and convenient way to inquire about internship opportunities with employers attending the fair. Also, consider attending Career Fairs hosted by local Colleges and Universities. A list is available on the Career Services website.
- **Alumni Office** - In conjunction with the alumni office, a database of alumni working in a variety of industries is available on "MyCampus2 Portal" to search. Also, the professional networking database "Linked-in" provides information on Pitzer alumni as well.
- **Professional Organizations** – You have heard of the American Medical Association (AMA) the professional organization of doctors across the country. Almost every industry has a professional organization that will list job and internship opportunities, graduate school recommendations, as well as career advice for students getting into their field on their website.
- **Cold Call** – What if you have an interest in a particular organization but they don't have any internships listed? This is the perfect time to call the organization's Human Resources office and ask if they have internships available.
- **Friends, Family, and Faculty** – They won't get you an internship, but they could be helpful in providing you places to look or specific people to contact. Don't be afraid to reach out to this constituency.

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Step 4 – Final Steps

- Some internships require that you get academic credit. Consult your Pitzer faculty advisor early in your internship search process for information on how to obtain credit for your internship.
- When you interview with an organization, make sure you know who they are and what they do. Organizations want to hire students who are truly interested in what they are about.
- Once you have applied to an organization your work is not done, follow up on your application with a phone call approximately 1-2 weeks after you have applied.
- After your interview, follow up with a thank you letter (via e-mail or by mail).
- Haven't heard anything after your thank you letter? A follow-up call is necessary to further convey your interest in the organization and internship position.
- Remember, 1 internship may be enough while at Pitzer but why take the chance! Try to do at least 2-3 internships during your time at Pitzer. Discovering your passion may not happen in your first internship. Participating in at least 2 internships will help you uncover your passion quicker. Also, more competitive internships require that you have previous internship experience.