

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 or a Career Ambassador.
- Conduct at least 1 mock interview with a Career Counselor.
- Gather appropriate interview attire to prepare for upcoming interviews.
- Download an unofficial transcript from “MyCampus2 Portal” to submit as part of an internship application packet if asked. Be familiar with the ordering process of official transcripts in case they are requested.

Step 3

Start your Search

- 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 5 “dream companies” to intern with, find them on the internet, and call them. Popular companies such as Google or Facebook, 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:
- ClaremontConnect/NIC/LACN – The Claremont Colleges in addition to over 40 colleges and universities across the country offer students access to thousands of internship listings through our consortium networks.
 - 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 ClaremontConnect.
 - Alumni Office - In conjunction with the alumni office, a database of alumni working in a variety of industries is available on through the Pitzer Professional Directory. Also, the professional networking database “LinkedIn” provides information on Pitzer alumni.

Step 3

Start your Search

- 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.
- Company Websites & Social Media – What if you have an interest in a particular organization but they don't have any internships listed? This is the perfect time to check out their website and social media pages. Also, you can use this opportunity to connect up with the HR recruiter directly.
- 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.

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.
- 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, one internship may be enough while at Pitzer but why take the chance! Try to do 2 internships during your time at Pitzer. Discovering your career interests may not happen in your first internship. Participating in at least 2 internships will help you uncover your interests quicker. Also, more competitive internships require that you have previous internship experience.