

PLAN – When do you want to do an internship?

- Start the process at least a semester before.
- Attend an internship information session with the Career Center.
- Consider what type of positions you would like to research and apply for.

PREPARE

- Update/Edit Resume: This is your one opportunity to make an impression and convince an employer to extend an offer to interview. Make sure your resume is presentable, relevant to the job and free of grammatical errors.
- Tailor your Cover Letter to each job: Each position you apply to should have a cover letter that is specific to their qualifications. If you need assistance with writing a cover letter, visit the Career Center.

SEARCH/APPLY

- Handshake: Internship & Job Search Database specifically for UMassD Students available on the UMassD Portal: Student Resources > Jobs & Career Planning > Career Planning & Job Search Tools.
- Online Resources: indeed.com, idealist.org, usajobs.gov, engineerjobs.com, glassdoor.com, internships.com, google.com, careerbuilder.com.
- Networking:
 - Consider personal contacts (family, friends, peers, professors, etc.) and visit specific company websites.
 - Job Fairs: Each semester the Career Development Center hosts employers on campus who are looking to recruit UMassD students.
 - Professional Associations: Join associations as a “student member.”
 - Informational Interview: Contact and interview professionals in the field to expand your network.
 - LinkedIn: Make a professional profile and use it to connect with alumni and other professionals. Utilize LinkedIn University for tips and strategies for your job search on LinkedIn.

INTERVIEW

- Review company website, “About us” page, and current news.
- Prepare “Commonly Asked Interview Questions” (e.g. Tell me about yourself).
- Develop 2-3 questions to ask them.
- For additional practice, schedule a mock interview with the Career Center or use BIG INTERVIEW on the UMassD Portal.
- Always send a thank-you note within 24 hours of the interview.

DECIDE

- Meet with your faculty advisor or department's internship coordinator to learn more about getting credit for your internship!