

Internship Search Checklist

Step 1: Internship Details

Major(s): _____

Academic Credit: ___ For credit ___ Not for credit

Internship: ___ Paid ___ Unpaid

Semester/Year: Fall ____ Spring ____ Summer ____

Location(s): _____

Interest areas: _____

Step 2: Internship Search Process

For credit:

- Discuss internship plan with your Academic Advisor
- Meet with your Departmental Internship Coordinator: www.clarion.edu/internships

For credit and not for credit students:

- Update your Handshake account at www.clarion.edu/handshake
 - Research over 500,000 local and national companies
 - View and register for on and off campus events, such as job, internship, and career fairs
- Visit www.clarion.edu/internships and find
 - More information about the value of internships
 - How to pursue internships for academic credit
 - Access to a sample of over 1,400 local, regional, and national internships that Clarion students participated in over the last 5 years, which are sorted by college and majors
 - In the left navigation bar, select “Resources & Links for Finding Internships” for a listing of generic, state, federal, and international search engines that can be used to find internships
- Visit www.clarion.edu/careerevents and find listings of on campus professional development events and campus recruiting events (on and off campus – also available in Handshake)

Step 3: Prepare Your Documents and Interviewing Skills

- Update your resume using resources at www.clarion.edu/resumes and prepare a cover letter (if necessary)
- Get your resume reviewed by the CCPD team (in-person or virtually) by emailing resumes@clarion.edu
- Gather references for the application process
- Schedule a practice interview with your career coach via Handshake
 - Learn about interviewing and professional attire at www.clarion.edu/interviews
- Update your social media site accounts and privacy settings

Need Help?

Call 814-393-2323, stop by 419 Becht Hall, or email us at careers@clarion.edu