

Internship Search

November

- Log onto Handshake and begin searching for internships: <http://beloit.joinhandshake.com>
- Visit the Career & Community Engagement Center website for tips and a list of recommended internship sites.
- Begin researching by identifying:
 - Organizations
 - Look at website to see if they have internship listings
 - Contact company to inquire about possible internships
 - Departments
 - Which departments are you interested in working in?
 - What type of departments are a close match to your experiences, interests, and academic work?
 - Job Titles
 - O*Net can help you find job titles to search for <http://www.onetonline.org/find/>
- Make an appointment with the Career & Community Engagement Center for help beginning the process and for help developing a personal strategy for your search

December

- Prepare draft resume(s) and cover letter(s)
 - Make an appointment with the Career & Community Engagement Center for help with creating or polishing these documents
- Network
 - Begin talking to the people in your life about your internship plans, including family, friends, current and former colleagues, and Beloit faculty and staff
 - Online, build your professional, social network by using LinkedIn
 - Keep the Career & Community Engagement Center in your network – friend us on Facebook ([Beloit College Career and Community Engagement Center](#))
- Begin applying to internships whose deadlines may be approaching
- Check organizational sites on a regular basis for new positions or updated information

January/February

- Schedule an appointment/follow-up appointment with the Career & Community Engagement Center for help with your search and/or help with your career documents (resume/CV, cover letter)
- Apply for positions, paying close attention to deadlines and requirements, and adjusting each resume/cover letter to match the position description
- Schedule a mock interview with the Career & Community Engagement Center

March

- Apply for funding using the Common Grant Application **STILL NEEDS URL – WEBSITE IN PROCESS OF BEING UPDATED**

April/May

- Follow up on sent applications or accept a position
- Register your internship, if appropriate to your academic plans. Consult with your faculty advisor or with the Career & Community Engagement Center to help make this determination

JFW

7/15/2019

Career & Community Engagement Center