How to Search for an Internship

Get organized ~ Start a Semester in Advance!
- Dedicate time and space to your search everyday
- Organize a binder or folder specifically for your search
- Create a professional outgoing message on machine or cell phone
- Refine your Facebook page and eliminate any potential negative content

Compile basic tools
- Use the Career Center’s sample resume to guide your process (see handout)
- Develop a generic cover letter and then customize paragraphs for each position (see handout)
- Create your portfolio
- Establish a record – keeping method

Assess your situation
- Do some reflection on the type of experience you want by asking yourself these questions:
  - What skills do I want to use and further develop?
  - Do I want to work in a museum, non-profit arts organization, gallery or business?
  - What city do I want to live in?
  - Can I accept an unpaid opportunity? Do I need credit?
  - Is what I am looking for realistic given my current skills and the job market?

Research
- Develop a list of 30 companies, arts organizations, museums or galleries
- Ask the Career Center for additional resources

Apply to current positions
- Activate your College Central account; load your resume and portfolio on the system
- Use websites specific to your field (ask the Career Center)

Prepare for the interview
- Develop a “60 second commercial” (see handout)
- Review the Internship Interview handout
- Develop a list of questions to ask the employer (see handout)
- Figure out some clothes for your interview

Networking
- Develop a list of ten individuals you will connect with
- Conduct informational interviews to uncover the hidden job market

Follow-up
- Be persistent with calls, emails and more
- Broaden your search as needed