

# **Internship/Part-time Job Search Checklist**

Samford University \* Career Development Center

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## **1. Define your career goals.**

Begin by determining the types, sizes and geographic locations of companies and organizations in which you have an interest.

\* Note-career counseling is available in the CDC.

## **2. Develop a resume and basic cover letter.**

An internship resume may include related coursework. Hard-copies of resumes should be printed on quality bond paper. Be sure your resume and cover letter are targeted to the position. Know your availability!

We have sample resumes in our office, and we will be happy to critique your resume.

## **3. References**

Before listing someone as a reference, you should contact them to ask permission. Send them a copy of your resume, along with a thank you note.

Let your references know when to expect a call, and provide them with relevant information about the job.

## **4. Network**

Inform family, friends, co-workers, faculty, etc. of your job search. Send them a copy of your resume.

Use directories, the internet, alumni information and libraries. Develop a specific list of companies and organizations in which you have an interest.

Other resources: chamber of commerce, career fairs, professional organizations and professional journals, and even the yellow pages.

Keep contact information of everyone you speak with during this process.

## **5. Research the organization**

Check out their website, news articles, annual reports, current employees/interns.

A great website for researching companies is:

[www.samford.edu/groups/cardev/compresearch.html](http://www.samford.edu/groups/cardev/compresearch.html)

## **6. “Have an internship/part-time job program?”**

Find out if the organization has an internship program (note deadlines!). Think about what you would like to gain and what you have to offer, and relate this to the company. If the company does not have an organized program, try to work together to design a list of activities and responsibilities for an internship. (Most internships developed in this manner will be non-paying).

## **7. Interview and Follow Up!**

Remember that the interview is a time for both the student and the employer to decide if there is a “fit” for the position.

Have samples of your work or a website or CD of your work if applicable.

Always send a thank you note or email after the interview. (Samples in CDC)

## **8. Other options to an “internship”**

- 1.. A part time job in your area of interest
2. Shadow someone in the profession of choice
3. Find a mentor
4. Do informational interviews
5. Incorporate your job goals into papers in your classes

**CALL 726-2980 TO SCHEDULE AN APPOINTMENT FOR INDIVIDUAL HELP**

*J /Resume/Handouts/Job Search*