



# Internship Checklist

## ◆ Ready Resource 24

Career Services

Want an Internship but don't know where to start? Here is a checklist to help you get started in the right direction.

### What to do before you look:

- Prepare your resume and cover letter. Have it reviewed by Career Services.
- Determine your internship preferences. (Geography, type of work, financial needs, etc.)
- Register with Career Connections for on-campus interviews

### Searching for Internships:

- Talk to Professors, Advisors, Friends, and Family
- Attend FHSU Career Fairs, as well as the Virtual Career Fair
- Attend employer informational sessions, as well as visiting company websites
- Search Career Services website at <http://www.fhsu.edu/career>
- Check the bulletin boards in your department for postings
- Speak with Millie Schuster, Internship Coordinator

### Applying for Internships:

- Select internship positions that meet your needs and guidelines.
- Apply for several internships to increase your odds of success.
- Tailor your resume to each company with which you are applying before sending them
- Be sure to have a professional sounding message on voice mail and answering machines. Inform roommates that companies might be calling and to be sure and take detailed messages to give to you.
- Respond promptly to all messages and phone calls.

### Interviewing:

- Research the company you are interviewing with, as well as the position.
- Schedule a mock interview with Career Services if you feel you need to practice your interviewing skills
- Prepare a list of questions you would like answered at the interview, in the event you have time
- Be sure to get a business card from the interviewer
- Send a thank you note or letter immediately after the interview

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