

# Looking for an Internship?

The internship process takes time and effort- we can assist you!



**BEGIN!**

*At least one semester prior to desired internship session (Fall, Spring, or Summer)*



**Don't wait until your senior year to look for an internship!**



## PREPARE

### Recommended:

- Schedule meeting with CEDC Internship Specialist

### CEDC Workshops

(Highly Recommended)

- Mastering the Art of Interviewing
- Targeting Your Resume for the Career You Want
- Crafting a Perfect Cover Letter
- Land Your Internship
- Elevator Pitch



## RESEARCH

- Consult academic department for resources, prerequisites & requirements

### Implement Search Strategies:

Review Handshake and websites of target organizations for opportunities  
 Career/Internship Fair  
 On-Campus Employer Info Sessions  
 Recruitment emails from CEDC Network!

- Apply to internships!



## ADVISE

- Reach out to faculty advisor/CEDC Internship Specialist to update on internship search
- Schedule mock interviews with CEDC Internship Specialist
- Complete internship interviews!



## SECURE

- Respond to all interview requests, prepare and attend
- If offer is secured, notify CEDC Internship Specialist and/or Faculty Advisor (if seeking credit) and register for applicable internship course



**END!**

*Begin Internship!*

- Complete CEDC Learning Agreement and submit to Internship Specialist or Professor (for credit)
- (Highly Recommended) Attend Maximizing Your Internship workshop

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