

Internship Search Checklist

Finding and Preparing for Internships

Looking for an internship? Not sure where to begin? Here are some tips to get started with your internship search! (Note: If you're an International Student on a visa, confirm your eligibility with the International Center before starting your search.)

1. Define Your Goals

Think about the type of experience you're looking for (industry/field, location, paid vs. unpaid, credit vs. noncredit, etc.). What do you want to learn, and how does it align with your career goals or interests? Knowing this will help you focus your search. If you're not sure about your goals, speak with your department's internship coordinator or schedule a virtual or in-person appointment with the [Center for Career Development & Internships](#) (CDI).

2. Update Your Resume/Cover Letter

Make sure that your resume and cover letter are up-to-date and follows best practices ([Online Resources](#)). For assistance, upload your documents to Handshake for written feedback from the CDI or schedule a virtual or in-person appointment in Handshake (Handshake > Career Center > Appointments).

3. Start Searching... Early!

Decide on your timeline for an internship (ex: summer of junior year) and start searching early. Unlike most jobs, internships are usually filled well in advance. Application deadlines vary by industry, with some organization like banks, firms, federal agencies recruiting up to a year in advance. We recommend searching at least 4-5 months in advance.

4. Know Where to Look

- Ask your department's [Internship Coordinator](#) for a list of past internship sites.
- Search for internship using [Handshake](#) and other [job sites](#), and set job alerts for new opportunities.
- Attend Winthrop's [Career Fairs](#) and virtual recruiting events in Handshake to learn about opportunities with local, regional, and national organizations.
- Check your Winthrop email for the CDI's bi-weekly Handshake email newsletter featuring local/remote positions.
- Research organizations you're interested in, follow them on LinkedIn, and visit their company websites/job boards.

5. Network

Just as 80% of jobs are filled through networking, many internships are as well. Practice your elevator pitch, complete your [LinkedIn](#) and [Winthrop Connect](#) profiles and reach out to alumni for informational interviews (this is a great way to learn about careers and industry trends). You can also request an [Alumni Mentor](#)!

6. Build Your Presence

Need something to wear to your interview or future networking event? Visit the [Career Closet](#) for free professional attire. Want to practice your interview skills? Schedule a 1:1 virtual or in-person appointment with the CDI or practice online 24/7 with [Big Interview](#) (AI interview training platform with hundreds of video lessons).