

SEARCH CHECKLIST

Ready to begin an internship search? Follow this checklist to help you through the process.

REFLECT

- Why are you seeking an internship?
- What are some of your occupational and/or industry interests and preferences?
- What do you hope to learn from your internship?
- Do you have geographic preferences?

RESEARCH

- Learn more about internships at career.fiu.edu.
- Attend our career fairs, internship fairs, and employer information sessions to meet alumni and other professionals.
- Search for internships on fiu.joinhandshake.com, linkedin.com, internships.com, goinglobal.com, indeed.com, and company/organization websites.
- Connect with alumni to network and learn about different organizations and occupations by using Handshake and LinkedIn.
- Search professional organization websites (i.e. American Psychological Association (APA), National Society of Professional Engineers (NSPE), The American Finance Association (AFA), etc.)
- Talk to Career and Talent Development career advisors, faculty, family, and friends.

MAKE CONNECTIONS

- Network strategically, not just with those in the position to hire, but those who can give you valuable information about the field you want to break into; this includes FIU alumni. Handshake and LinkedIn are excellent resources for reaching them.
- Volunteer or job shadow. This will give you insight into a profession/occupation, and it may help you to hear about internship openings and get yourself known.
- Lean on your friends, classmates, advisors, coaches, family relatives, and friends of contacts who might already be working in areas you wish to explore.
- Think positively, be persistent, and don't get discouraged.

PREPARE

- Make your resume and cover letter specific to the internships to which you are applying.
- Research and learn everything you can about your career interests and employers that interest you, as well as the duties and requirements of the positions to which you are applying.
- Monitor internship opportunities with saved search lists and alerts on job posting sites.
- Practice interviewing with mock interviews by scheduling a Handshake appointment with a Career and Talent Development career advisor.