

Six Steps to a Successful Internship Search

This information applies to students from all majors interested in a [internship for credit](#) for spring, summer or fall semester.

Any Questions? Contact:

Career Services

Ellison Campus Center, 978-542-6406, internship@salemstate.edu

1 Contact Your Academic Department To Learn Important Dates, Program Requirements, and Eligibility, then make an appointment with Career Services

Make an appointment with Career Services. It's never too early to start!

- Complete a student profile on <http://www.salemstate.edu/careersvs/login.htm>
- Internships for credit are possible in most departments.
- In some departments, an internship may be required and in others it is an elective.
- You can participate in an internship for credit typically junior or senior year
- Students usually earn three credits for an internship, depending upon the department
- You must register for the internship and complete all assignments to receive a grade.
- Please contact your department to learn about the process and determine if you are eligible

2 Individual Career Session

We will discuss your goals, values, skills, personality, and interests. We will also discuss your program, timeline and available opportunities. If you have a resume, bring it to this appointment. Learn about resources and schedule additional career appointments as helpful!

3 Resume and Cover Letter Appointment

This session provides help in creating or updating your resume. If you have a resume, bring it with you. We will review your resume and match it to your internship interests.

4 Contacts!

You'll have a final resume critique, confirm contact information, and prepare for your interviews. We will discuss the internships you have selected and develop additional opportunities if necessary. Remember to consult your department and obtain approval for the internship employers of interest to you. After this meeting, send out a cover letters and resumes to at least 10 potential internship sites. Give contacts a follow-up call a week later to learn if you are selected for an interview.

5 Interviews and Thank You Letters

It's helpful to go out on at least three interviews at three different organizations. Practice interview or participate in a videotaped mock interview. Send thank you letters after your interviews and remember to communicate with your department about your internship status.

6 Final Arrangements, Reflection Sessions, and Internship Evaluations

- Make a follow-up appointment to talk about the final internship decision.
- Contact your faculty sponsor to ensure your internship is appropriate for credit before you formally accept the internship with your future supervisor. Write to and/or telephone potential employers who interviewed you to decline the internship (if in fact it was offered to you) OR to thank the interviewer for his/her time. Protect your contacts and ours!
- As you begin your internship, complete any internship paperwork with your faculty sponsor
- Before ending your internship, complete an internship evaluation as required by your department.