

Internship Checklist



- ☐ **Internship Worksheet completed**
 - Schedule a CDC appointment to go over worksheet and questions
- ☐ **Create Internship Spreadsheet that has the following:**
 - Company; Internship Title; Location; Application Requirements; Deadline; Contact Person; Date Applied; Follow-up; Alumni Contact; Accepted | Under Review | Declined
- ☐ **Create Careershift account**
 - Schedule a CDC appointment to go over platform if needed
 - Save “Searches” and run bi-weekly for opportunities
 - Find and save contacts
- ☐ **Review Opportunities weekly for Internship spreadsheet**
 - CDC Opportunities page
 - Handshake, LinkedIn, Indeed and additional resources
 - Careershift
 - CDCNews or CDCGradNews
- ☐ **Identify 3 additional internships or companies of interest per week**
 - Reference industry magazines/websites (PR Week, AD Week, Variety, Broadcasting & Cable)
 - Utilize social media platforms
 - Explore Professional organizations (PRSA, NABJ, NAHJ)
- ☐ **Résumé & Cover Letter reviewed by Career Development Center counselor**
 - Attend the CDC’s Résumé & Letter Writing seminar
 - Schedule a CDC appointment for a review or attend drop in’s (Wed & Friday 11:30 am - 1 pm)
 - Optional: Email nhcdc@syr.edu with a pdf version of résumé &/or letter for review. Allow up to 3 business day to receive feedback.
- ☐ **Apply to at least 3 internships per week**
 - Tailor resume and letter for each application
 - Goal is to apply to at least 20 internships at various companies varying competitiveness.
 - If not finding opportunities review internship timeline. Are you too early or late?
- ☐ **Follow up with companies**
 - Follow up with companies if applicable. Large companies such as NBC, Viacom will be difficult.
 - Stay in touch with companies to demonstrate continued interest in internship.

