

INTERNSHIP SUCCESS PLAN

This worksheet is designed to streamline your process, helping you navigate the internship search. Finding internship opportunities is about aligning your skills and interests with a balance of competitiveness. Use this worksheet to help make the search process less overwhelming.

STEP ONE: FOCUS

It is important to put limits on your search to avoid getting overwhelmed. The first thing is to figure out what you want to do and where you want to do it.

START HERE

- **Major**
- **Industries of Interest (list up to three)**
- **Roles of Interest (list up to at least three)**
- **Location (list up to three)**
 - Consider where you realistically can intern. If not in your hometown, do you have housing?
 - Are you doing the SU DC | SU LA | SU NYC program?

EXAMPLE:

- **Major:** TRF
- **Industries** of Interest: Entertainment; Sports; Magazine
- **Roles** of Interest: Production; Social Media; Marketing
- **Location:** SU LA
- **Semester:** Summer

NEXT STEP

STEP TWO: FIND COMPANIES

Now that you have a clearer focus of what type of internships you want and where, it is time to target companies you would like to intern. The goal is to create a large list which will increase your chances of getting an internship.

EXAMPLE:

Industry: Entertainment
Roles: Production | Video Production
Location: SU LA

Companies:

- Universal Studios
- A24

Industry: Sports
Roles: Social Media
Location: SU LA

Companies:

- LA Sports & Entertainment Commission
- NFL Media

Industry: Magazine
Roles: Marketing
Location: SU LA

Companies:

- Hollywood Reporter
- Angeleno

STEP THREE: CREATE YOUR INTERNSHIP TRACKING SHEET

Using your worksheet take the information from step one and two to populate your tracking sheet. The goal is to aim for balance of competitiveness of opportunities. Aim for applying to a minimum of 20 internships per location.

Internship Worksheet

Internship Timeline: The timeline can vary depending on the time of year, the opportunity and company. Check the company's website for past applications because it can give you an idea of when applications will open. Below is a general timeline.

- **Summer:** Applications can open as early as October, but the majority open in early January.
 - Summer internship offers typically come in **April – early May**
- **Fall:** Applications start to open in May and can stay open as late as September
- **Spring:** Applications start to open in September.

**Major:
Semester:**

**Industries of
Interest**

**Roles of
Interest**

Location

Housing?

- ☐ **I Have Housing**
- ☐ **I Need Housing**