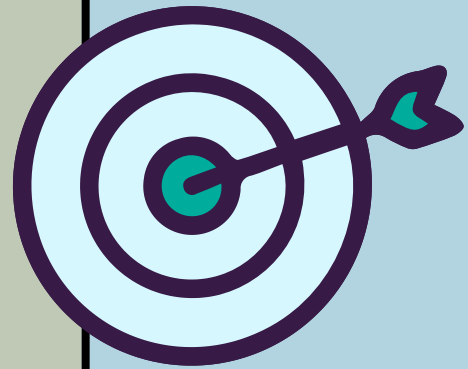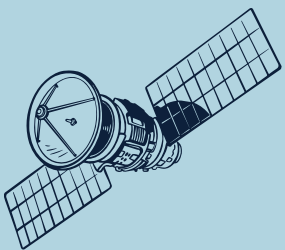# YOUR GUIDE TO LANDING
THE PERFECT INTERNSHIP

1 MISSION BRIEF

Define Your Goals

- Identify internships that match your skills, interests, and experience
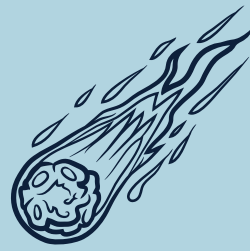- What do you want to learn? What does your resume need?

Search Effectively

- Use resources like Handshake, personal connections, and industry publications
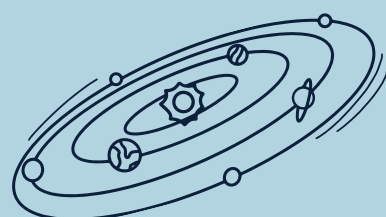- Leverage social media and online searches to discover opportunities

Apply and Follow Up

- Prepare your resume and cover letters
- Submit applications and follow up with companies to show your interest

Stay Organized

- Keep a record of application deadlines, interview dates, and company contacts
- Use a calendar or spreadsheet to manage your internship search process

2 THE PARAMETERS

Types of Internships

- Paid, for credit, or for experience
- Know the credit requirements and tuition implications

Timing and Deadlines

- Internships are posted year-round, but most summer internships have spring deadlines
- Start checking for summer internships as early as October for competitive positions

3 LAUNCH TIMELINE: INTERNSHIP SEASONS
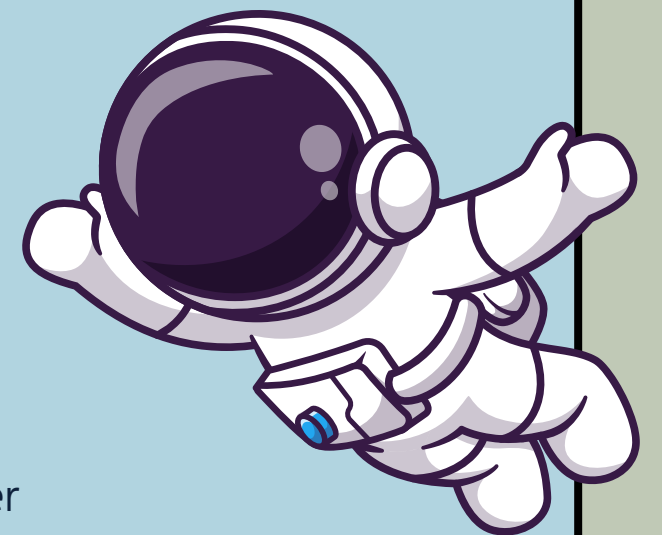
Summer Internships

- Start: May/June
- Applications Open: As early as September/October, typically January/February

Fall Internships

- Start: September/October
- Applications Open: May through August

Spring Internships

- Start: January/February
- Applications Open: September through December

4 LIFTOFF PREPARATIONS

Identify your skills

What skills do you want to build or strengthen? E.g., writing, social media

Select your tools

What tools do you want to use? E.g., Instagram, InDesign, Wordpress

Choose your environment

What type of environment are you looking for? E.g., agency, non-profit, entertainment

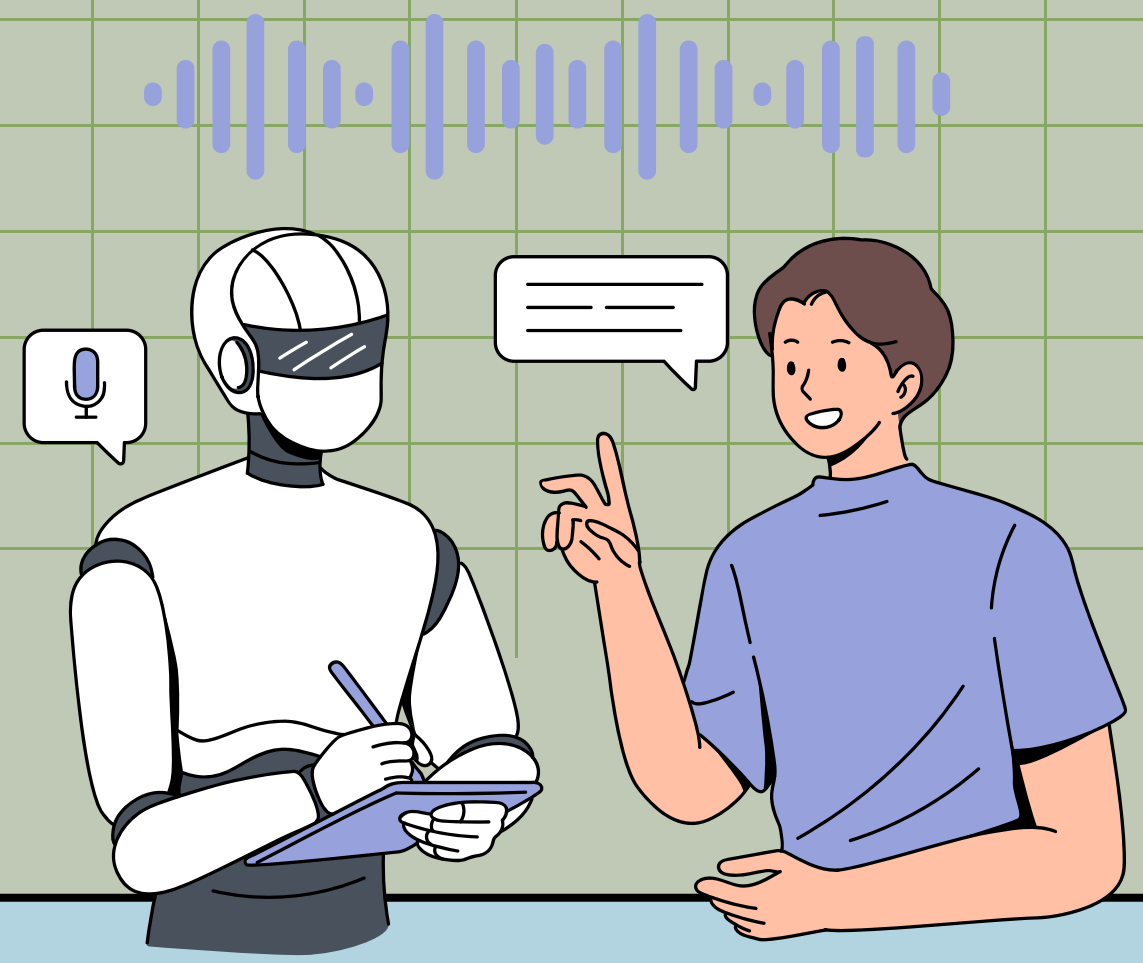## 5 EXPLORATION RESOURCES

Newhouse Career Development resources (https://bit.ly/nhcdcresources)

Handshake

AI Tools and Online Searches

WORKING WITH CHATGPT

1

PROMPT ONE

Please suggest **10** industries that would be a strong fit for an internship based on my background. Include the types of skills I could develop in each industry.

Favorite Skills:

My Interests:

My Major:

My Resume:

2

PROMPT TWO

List 5 companies in **(enter locations)**, that offer internships in **(fill in the blanks from the previous prompt)**. Make sure the companies listed are of various sizes (small, medium, and large) to provide a broad range of internship opportunities. For each company, include the following details: **Company Name** (Industry) **Type**: [Type of company] **Internship Opportunities**: [Specific internships offered] **Skills Developed**: [Skills I can gain] **Description**: [Brief description of the internship experience]

3

PROMPT THREE

Generate a table including the companies listed and the following categories: **Company, Internship Title, Internship Location, Application Requirements, Deadline, Contact, Date Applied, Date to Follow Up, Networking Contact, and Notes.**

Remember the ABC's of ChatGPT Safety

A: Accuracy
ChatGPT hallucinates - a lot. Be prepared to proofread everything. "But ChatGPT wrote it!" isn't an excuse...

B: Bias
The data is all drawn from 2021 and earlier. Plus, because the data all comes from us, it has our own biases!

C: Confidentiality
By default, everything you submit can be used to train the model. Be sure to disable Chat History to prevent this!