

Internship Search Checklist

☐ Create an Internship Spreadsheet

- At the top right corner, click the three dots
- Select "Share & Export"
- Select "Make a Copy"



☐ Create Careershift account

- Access code for free subscription: newhousecdc
- Save "Searches" and run bi-weekly for opportunities
- Schedule a CDC appointment to go over platform if needed



☐ Review Opportunities weekly for Internship spreadsheet

- CDC Opportunities page | CDCNews or CDCGradNews
- Handshake
- Careershift
- LinkedIn
- hiringcafe
- entertainmentcareers.net
- Idealist
- mediabistro
- journalismjobs.com
- teamworkonline.com

☐ **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

- Schedule a CDC appointment for a review or attend drop in's (Wed - 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 25 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.

