

## Checklist of Possible Internship Sources

(Check each one as you use it in your search for an internship)

- \_\_\_ **Network** with current and former employers, coworkers, friends, neighbors, family college professors, people you meet when traveling or socializing to let them know the type of internship you are seeking and to see if they have heard of an internship or might suggest an organization for you to contact regarding the possibility of an internship—you just might be the first intern the organization has hired. If you do a great job that organization may become a site for future internships and you may be hired.
  
- \_\_\_ Watch the internship listings each week that arrive via **DragonCareers** and that are listed on the MSUM Career Services web site under *Internships*. Select *Internship Listings* or go to [http://www.mnstate.edu/career/internships/internship\\_listings.cfm](http://www.mnstate.edu/career/internships/internship_listings.cfm). Internships that come directly to Career Services will be listed by the semester in which the organization wishes to have an intern. **Do not apply after the deadline.**
  
- \_\_\_ If you find an internship of interest, but the semester does not fit your needs, write a letter inquiring if that internship will be available again during the summer or the next semester. Be sure to send an outstanding letter and resume when you inquire. Career Services at MSUM will review your documents before you mail them and make suggestions for revisions if they are necessary.
  
- \_\_\_ Visit all of the relevant links under the *Internship Listings* segment of the Career Services web site. Also visit the internship section of your major department's web site.
  
- \_\_\_ See **InternPost**—a link under the *Internship Listings* section on Career Services web site. This site lists internships with Minnesota organizations—new ones arrive almost daily.
  
- \_\_\_ Your major department may keep a listing of all previous sites where internships have been served. Review the list and contact organizations of interest to learn if they anticipate the need for an intern in the semester/summer you desire to serve one. Some students take a paid internship as their first job following graduation to gain experience.
  
- \_\_\_ Many corporations/organizations list internships on their corporate web sites under **Careers** or **Employment Opportunities** or other links. Start searching early (several semesters before you wish to have the internship) so you do **not** miss deadlines.
  
- \_\_\_ Attend fairs and career events to talk with employers about internship possibilities and to make them aware of your skills and projects of interest to you.
  
- \_\_\_ Search internship directories and online employment subscriptions that Career Services offers. There are many internship opportunities if you are willing to leave Fargo-Moorhead.
  
- \_\_\_ Use *Hoover's Handbooks* to find a list of the competitors for a company of interest to you. The competitors may have internships of comparable quality. *Hoover's* covers American and World Business, also Private and Emerging Companies.

Checklist developed by MSU Moorhead Career Services