

Internship Readiness Checklist

☐ **Step 1: Research**

Programs on campus may or may not have specific internship requirements before you enroll in a work experience course; therefore, it is important to understand what your program requires.

You can determine what the requirements are by:

- Contacting the Department Chair of your program.
- Scheduling a drop in with an academic counselor.

Don't know what to ask? Here are a few questions to consider:

- Does the [BLANK] program have a work experience education course?
 - o If not, what work experience course can I enroll in if I find an internship?
 - Can I enroll in the work experience course any semester, or do I have to complete specific courses before I can enroll?
 - Does the work experience course help me find an internship or do I have to find it on my own?
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☐ **Step 2: Prepare to Apply**

Before you begin looking for internship opportunities make sure you are prepared by having the following:

- Build or revise your résumé.
 - o Need help? Utilize the [Career Center Résumé Module](#) which includes a résumé template.
 - Create a cover letter.
 - o Need help? Utilize the [Career Center Cover Letter Module](#) which includes a résumé template.
 - Determine what your internship needs and preferences (i.e., location, modality, schedule).
 - Ensure that your online presence is polished (i.e., LinkedIn).
 - Plan accordingly as employers typically post their internships **6 months ahead**.
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☐ **Step 3: Apply to internships**

Utilize all the resources available at SAC when applying for internships such as the online board, [CAREERlink](#), and faculty/staff connections.

Other methods of finding internships include:

- Job Search Engines such as LinkedIn and Indeed
- Job Fairs
- Networking Events
- Career Center bulletin boards
- Career Center Announcements from the Job Developer

When applying remember to:

- Keep a record of the applications you've completed to reference later.
 - Tailor your résumé to the job description to increase your chances for an interview.
 - Be professional during all communication with the employer.
 - Respond promptly to messages or calls received from employers.
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☐ **Step 4: Prepare for an interview**

While applying, it is important to prepare for interviews. If you need support, utilize the [Career Center Interview Module](#) or schedule a mock interview with the Career Center Career Technician.

To get started contact the Career Center at 714-564-6254.

☐ **Step 5: Internship Offer**

Once you've received an internship offer, enroll in the work education experience course to receive academic credit, if you have not already. Students earn one credit for every 54 hours completed up to four credits per semester.

Inform the Career Center! We would love to celebrate with you!