

Maine is IT! Internship Checklist

- Preparation** [*Start this process in September if you want a summer internship*]
 - Start brainstorming about the type of experience/internship you would like to have
 - Clean up all online profiles & social networking sites: Facebook, Twitter, Instagram, etc.—they can be useful!
 - Draft a resume, if you haven't already. Schedule regular meetings to receive feedback with an instructor or advisor
 - Prepare your “elevator speech” for short encounters with employers/contacts
- LinkedIn** [*September*]
 - Register on LinkedIn.com & create a professional profile
 - Ask people to write recommendations for your profile: faculty, supervisors, etc.
 - Join groups related to your field of interest
 - Ask people to endorse your skills
- Network** [*October-December*]
 - Network with advisor, faculty, friends, family, etc.—tell them you're seeking an internship
 - Inquire about internship possibilities if none are presented on a company's website
 - To know what connections SMCC has for internships, contact Sharon Bannon (sbannon@smccme.edu)
 - When you get tips, assistance, etc. follow up with a thank you email
- Research** [*October-November*]
 - Use MyCareerCenter on My Maine Guide to look up internships (can be found by clicking the “My Career” orb)
 - Research industries & organizations (size, location(s), history, services/products, mission, company culture)
 - Check individual organizations' websites for internship postings like: Project>Login
 - Determine if the internship is paid or unpaid & plan accordingly
 - Internship Search Websites:** Register on Internships.com & other free internship sites like: www.internjobs.com, www.collegerecruiter.com, www.idealists.org/if/as/internship, & www.indeed.com & www.projectlogin.org
- Job Fairs, Open Houses, & Networking Events** [*Fall Semester*]
 - Job fairs, open houses, & interest sessions are a great opportunity to network, and gain some industry contacts
 - Go prepared! Do research about companies! Also, be sure to bring copies of your resume, and a notepad and pen
 - Follow up with connections you made within 48 hours after the event; “thank you” emails are simple & effective
- Applying for Internships** [*Typically begins January – February*]
 - Keep track of all applications, dates sent, correspondences, follow up, etc. (A spreadsheet may help!)
 - Get resume & cover letters reviewed by an advisor or in the Career & Transfer Office
 - If applicable, complete the application
 - Follow up with an email/phone call within a couple weeks after you apply (unless they specify “No phone calls”)
- Interviewing** [*March-April*]
 - Practice responding to typical interview questions
 - Schedule a mock interview with advisor or in the Career & Transfer Office
 - Get interview appropriate clothing; business attire preferred
 - Make sure your voicemail message and email address are professional/appropriate
 - Send thank you emails within 24-48 hours after an interview

**Practice
your
elevator
speech!**