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

- **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