

Planning Your Internship

Start planning early

Explore your options, and do it well in advance. The earlier you can secure an academic supervisor and a couple internship opportunities the better your overall experience will be. Preparation provides the competitive edge you need to succeed so consider the following questions to narrow what kind of experience you want.

- Do you have time to invest in an internship right now?
- Do you want your internship to relate to your major?
- Would you like a personal local experience, or something more prominent?
- What types of work setting are you looking for; slow-paced, outdoors, big corporate offices, start-up businesses?
- Do your opportunities accommodate for earning academic credit?
- What kind of culture do you expect from your internship environment?
- Do you require a paid internship or are you willing to accept an unpaid position?

Be prepared

- Build professional relationships with faculty who will happily write letters of recommendation
- Dust off your resume and have it critiqued by experts. Don't forget about essay writing and cover letters, it's time to bust out those writing skills too.
- Know yourself, in the professional sense. If you have an idea of your career objectives, strengths, weaknesses and skills you'll be able to discuss them in interviews like a pro.
- Attend career fairs
- Register with MountaineerTRAK
- Establish a complete LinkedIn account
- Maintain a positive social media image

Meet with an advisor

The Eberly College Undergraduate Studies Office has advisors who are able to help you make decisions about the kinds of internship would best benefit you and can help you find internship sites.

Contact the Undergraduate Studies Office at 304-293-7476 or visit us in 221 Armstrong Hall.