

### **Step 1 - Know yourself and know what you are looking for**

Consider these key questions as you get started:

- What are your skills and interests?
- What are your academic and career goals?
- What kind of experience do you want?
- Why do you want an internship?
- What do you hope to gain from it?

Once you develop some clear goals regarding the kind of experience you want, you can target the organizations that will provide you with this experience.

### **Step 2 - Get organized and put together a plan**

Finding an internship, then applying and interviewing for the position will take time, and you will probably apply to more than one to increase your chances for success. Start early and be aware of application deadlines.

### **Step 3 - Get your application materials ready**

Be sure your resume is updated and highlights the skills and experience that make you a competitive candidate. Customize your cover letter to the internship you are applying for.

### **Step 4 - Research the possibilities**

Research organizations with possible internships. Get started by visiting the [Career Resources LibGuides by Discipline](#). Each guide contains internship search links for academic programs at Simmons. You can also check the websites of specific companies or organizations for internships.

Remember, research doesn't end on the Internet. Talk with people! Consult your family and friends, as well as your professors, classmates and alumnae/i. Almost everyone knows at least one person who has done an internship so you never know where a conversation about internship possibilities will lead. Networking can often help you find a great opportunity.

### **Step 5 - Create your own internship**

Are you interested in a company or organization that doesn't appear to have an internship program? Take the initiative and create your own. Follow the steps outlined above and then contact the potential hiring manager with a letter expressing your interest and background and offer your services as an intern. Be sure to follow up with a phone call.

### **Step 6 - Apply!**

Be sure you read the application carefully and provide the information required. Your correspondence should be professional and well written. Don't forget to follow up with a phone call. If you find you missed the deadline, or were not selected this semester, apply for the next term. Polite persistence pays off.