

# Internship Timeline

## 4 to 5 Months prior to internship start date

- Write out goals & objectives for your internship experience
- Prepare a list of companies with whom you would like to intern
- Create/Update your resume
- Meet with a career counselor (bring goals, companies, & resume)

## 3 to 4 Months prior to internship start date

- Attend career fairs and internship mixers
- Research companies and internship opportunities, and compare to Dept. of Labor guidelines
- Complete a resume critique with a career counselor; attend Resume ER
- Apply for any open internship positions

## 2 to 3 Months prior to internship start date

- Complete a mock interview with a career counselor
- Call companies to inquire about internships and interviews
- Begin interviewing and follow up with thank you notes

## 1 Month prior to internship if seeking academic credit

- Turn in application forms, offer letter, resume to Experiential Education Manager
- Register and Pay for Internship Course)