Identifying internships or jobs that best fit your career goals requires knowing yourself, your strengths, interests, skills and values. Securing a desired internship or job requires considerable preparation. The job/internship search process can feel overwhelming so it is helpful to break it into manageable steps. The following checklist may be helpful for getting started and staying on track:

**Identifying internships/jobs that fit with my goals:**

___ I made a list of potential career fields in which I am interested.

**Becker Tip:** Meet with Becker Career Center staff to help identify skills and refine areas of interest.

Utilize “Career Exploration” resources in Becker’s print library and at: www.union.edu/offices/career/students/career.

___ I identified geographic location and timeframe of internship/job (Fall, Winter, Spring, Summer).

**Finding an internship or job to apply for:**

___ I registered with HireU to be able to access the calendar; search, explore and receive information about internships, alumni, career fields, and more.

___ I identified internships, organizations and/or companies that are of interest to me.

**Becker Tip:** Utilize Becker’s library resources at: www.union.edu/offices/career/students/internships and/or www.union.edu/offices/career/students/jobs.

___ I made a list of potential networking contacts in my field of choice.

**Becker Tip:** Consider faculty, alumni, family, friends, clubs and organization to which you belong.

___ I regularly check HireU for newly posted internships and employer events on the calendar.

**Becker Tip:** HireU allows you to “Create Job Agent” so you can receive email notification of job matches.

**Applying for the position:**

___ I thought about and can articulate how my education and experiences have prepared me for the internship or job I am seeking.

___ I researched the organizations and companies I have targeted.

**Becker Tip:** Investigate company websites and explore Becker’s print and electronic resources.

___ I prepared a professionally written resume and cover letter.

**Becker Tip:** Find helpful handouts on resumes and letters at: www.union.edu/offices/career/students/handouts and have your drafts reviewed by Becker staff to refine and target them for specific employers.

___ I identified at least three individuals who will serve as academic or professional references.

**Becker Tip:** Create a “References” document to include names, addresses and other contact information.

___ I practiced my “30 second” self-introduction to use when meeting employers.

**Becker Tip:** Find helpful handouts on interviewing at: www.union.edu/offices/career/students/handouts.

___ I have clothing that is appropriate for a professional interview.

___ I practiced my responses to typical questions that may be asked during an employment interview.

**Becker Tip:** Schedule a mock interview with Becker staff to refine your skills.

___ I have an email address and a professional sounding voicemail for when employers contact me.

___ I created a system for keeping track of my employer contacts and search activities.

___ I followed-up each phone call, email or employment application submittal with a thank you email or letter.

To schedule an appointment call the Becker Career Center at 388-6176 or stop by during office hours.

We look forward to working with you!