

# Internship/Job Search Prep Checklist

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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](http://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](http://www.union.edu/offices/career/students/internships) and/or [www.union.edu/offices/career/students/jobs](http://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](http://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](http://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!**