

Action Plan for Getting an Internship

Goal:

Why:

Start Date

Finish Date

Resources

- 01 Career Advising (Book on the TSC Career Services website)
- 02 FutureLink, LinkedIn, company websites, and TSC Career Services website
- 03 Professors, professionals, mentors, family, and friends
- 04 _____

Action Plan

Date

- | | |
|---|--|
| <input type="checkbox"/> Identify the type of internship I want | |
| <input type="checkbox"/> Research companies and create a list of 10+ opportunities | |
| <input type="checkbox"/> Customize your resume/cover letter for each application | |
| <input type="checkbox"/> Apply to 3-5 opportunities a week | |
| <input type="checkbox"/> Find appropriate business attire and practice interviewing | |
| <input type="checkbox"/> Attend interviews, employer events and start networking | |

Notes