SIX STEPS TO FINDING YOUR PERFECT INTERNSHIP

1. DISCOVER
   - Think about what your career goals are. What fields are you most interested in? What do you really want to do?

2. RESEARCH
   - Research your interest areas, what opportunities are available?
   - Utilize resources such as UBjobnet, CareerBeam, LinkedIn, and your personal networks to find internship opportunities.
   - What are your needs and wants? Pay, hours, location

3. PREPARE
   - Make sure your resume is up to date.
   - Create a cover letter for each internship you are applying for.
   - Make an appointment with Career Services or submit your resume and cover letters to the Optimal Resume review center for feedback.

4. APPLY
   - Keep all your wants and needs in mind.
   - Be conscious of deadlines
   - Follow up within two weeks of submitting your application.

5. INTERVIEW
   - If offered an interview, schedule an appointment with Career Services to prepare.
   - Use CareerBeam to practice interview skills
   - Send Thank You cards to everyone you interview with

6. SUCCEED
   - Enjoy your internship!
   - Remember you are there to gain experience, stay professional, take advantage of opportunities, and learn as much as possible.