



Internship Worksheet

CAREER SERVICES

1681 5th Avenue | (304) 696-2370 | www.marshall.edu/career-services

Name: _____

Date: _____

Please identify what you are looking for in an internship location, and then prioritize these preferences on the left. (Examples: What technical or workplace skills would you like to acquire? What career areas would you like to learn more about during this internship?) Please fill out as much information on this worksheet as you can.

RANK	CRITERIA	YOUR PREFERENCES		
	Geographic Location			
	Pay			
	Academic Credit			
	Time Commitment			
	Semester	Fall Position	Spring Position	Summer Position
	Industry			
	Types of Project/Skills			
	Other			

Next Steps

- Register for JobTrax Account
- Search JobTrax for open positions
- Resume Review with Career Services
- Write Cover Letter
- Schedule a mock Interview





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Benefits of an Internship

By completing an internship, you can take advantage of terrific benefits that will help you progress along your career path and increase your marketability. An internship can provide you with ...

- An opportunity to gain hands-on, practical, career experience in your area of interest,
- A chance to work with professionals in you related career field (build networks),
- A great career related experience to incorporate into your resume,

And an opportunity to explore and narrow down your career options.

What skills/qualifications do you need to acquire?

What internship might help you get some of these skills?

Individual Learning Objectives

What do you want to learn / gain from an internship experience? *(Examples: gain a better understanding of retail management; get hands on training in animal care from a medical perspective; learn the basic skills involved in counseling individuals in crisis)*

- 1.
- 2.
- 3.
- 4.
- 5.

