



OFFICE OF
CAREER EDUCATION

Internship Timeline

(304) 696-2370 | career@marshall.edu

January/May

- Visit Career Services and start scouring JobTrax and many websites that feature internship listings like YouTern, Internships.com, and indeed.com for internships that interest you.
- Have your resume reviewed.
- Do not forget that one of the best ways to find an internship is by utilizing your existing contacts, so talk to your professors or people you have worked with in the past to find out about new opportunities. Sign up for the Marshall Mentor Network and ask your mentor for tips.
- If you have your eye on a particular internship or are aiming to land a dream job, make sure you do some research and mark down the application deadline so you do not forget. Also, start looking into what exactly the company requires in order to apply well in advance.

Early-Mid February/June

- Have several generic cover letters written, targeted at each industry that you plan on applying for an internship in. For example, if you plan on applying at a magazine, but are also going to shoot for a broadcasting internship, you will want to differentiate between your cover letters.
- Have several letters of recommendations on hand. Set a deadline of the end of the month to have them by. A good strategy is to have at least three letters of recommendation from different sources: one academic, one professional, and one of your choice.
- Make sure that you have all written materials in digital form and on nice quality paper with plenty of copies in case you are asked to submit material in the mail.

Late February/June

- Finalize the list of internships you will apply for. Aim to apply to a range of different companies.
- Start digging around for contact information. The main goal is to send your materials to an actual person, not a generic company e-mail. If their website does not list specifics, call and ask.
- Sign up for a mock interview session. Practicing now will help you feel confident enough to face any question you encounter in an interview later on.

Early March/July

- Submit your materials to your final list of companies.
- Track all of the companies that you actually apply to because keeping good records will help keep you on top of things. Jot down information such as the contact information you sent your info to, when you sent it, and when you plan to follow up.

Mid-Late March/July

- If you have not heard from a company that you sent information to, now is the time to call and politely ask if they received your material.

April/August

- If you have not had any luck with landing an internship just yet, keep your eye out for other opportunities. Many smaller local companies sometimes do not hire until closer to the start of school.
- The trick is simply to start early and dedicate yourself to the search. Show the companies you want to intern for that you are driven and prepared by following these steps, and you will be well on your way to internship success.

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