

Internship Checklist

- Meet with your academic advisor to discuss interest areas and plans
- Attend Goal 15 workshop
- Know the requirements - be sure to check out the website for requirements by academic major:
http://www.longwood.edu/career/internships/academic_requirements.htm
 - Forms
 - Evaluation
 - Course registration
- Plan when and where
 - Fall, Spring or Summer
 - Geographic location – Farmville, hometown, or other
- Identify the site(s)
 - Resources for your search include: Faculty, CareerConnect, Job/Internship Fairs, Academic and Career Advising Center's website, upperclass students or alumni, other Internet sites, Newspaper/advertisements, phone book, personal contacts/network
- Prepare your resume and have it reviewed
- Contact the employer to discuss opportunities and application process
 - Have resume ready to send/take to employer
- Target your resume, write your cover letter, and complete any other necessary application materials
- Meet with your academic advisor/internship supervisor to finalize plans and complete any other paperwork
 - Be sure to discuss any requirements that you need to complete at the midpoint and end of your internship