10 STEPS TO FINDING INTERNSHIPS AT VMI

1. Create KeydetConnect Account

a. Set up your account
b. Look for employers advertising internships through ***KeydetConnect*** or **Monster.com**
c. Research internships that might be of interest in KeydetConnect

2. Narrow Career Options

a. Analyze your skills, values, and interests
b. Examine your academic and career goals
c. Reflect on what you hope to achieve with an internship, the skills you want to develop, and the training you want to receive
d. FOCUS 2 or SIGI 3 Self Assessment to determine compatible careers
e. Talk with a Career Counselor in Career Services

3. Build Resume

a. Write an effective resume which highlights your skills and experiences
b. Have your resume approved by a Professional Staff Member in OCS
c. Upload your resume to ***KeydetConnect*** or submit to employers in various websites

4. Develop Individualized Strategy

a. Determine what is most important for your first choice of internship
b. Define your goals (skills developed, pay, credit, etc.)
c. Determine your career field or focus
d. Determine your geographic area of preference
e. Develop a time frame for finding internships that work for you and beware of deadlines

5. Create Target List

a. Choose your target(s) and reduce your employer list to a manageable number
b. Consider academic credit
c. Make a list of prospective internship sites (Internships.com, KeydetConnect, OCS Website, etc.)
d. Research your organizations to determine interest (CareerSearch)
e. Contact companies directly to find internships
f. Network with friends, family, faculty and alumni to find internship opportunities

6. Prepare Correspondence

a. Write cover letters or emails to apply with a resume. Career Services has good examples of proper format and content for Cover Letters
b. You can schedule an appointment with a career counselor to review your cover letter
c. Complete on-line applications for internships

7. Establish Networking Plan

a. Develop a network of people to support your internship search
b. Attend a career fair to meet with companies that you might enjoy working for
c. Attend Networking events like the Networking Forum or Networking Breakfast to talk with alumni about internship opportunities with their organizations
d. Arrange for Informational Interviews with alumni or other professionals working in the field of interest to you
e. Create a Reference list of your top 3 references and contact them to seek their permission to serve as references

8. Complete Interview Process

a. Prepare for the interview with a Mock Interview (schedule at OCS)
b. **OCS Interviewing Guide**
c. Complete the interview for the internship
d. Within 24-48 hours of the interview, send a thank you note to show appreciation

9. Manage Follow-up Activities

a. After sending in your resume and/or cover letter, follow up with a phone call to
    i. ensure they received your materials,
    ii. see if they have any questions,
    iii. let them know you're very interested, and
    iv. ask what's next in the process.
b. Always send along thanks for informational interviews, interviews, meetings, presentations, etc.

10. Finalize Decision Process

a. Evaluate your offers
b. Select the position that best fits your goals
c. Write acceptance letters/emails

Tips for Success

a. Start the process early. Statistics have shown that the earlier you start the process of seeking an internship, the more successful you'll be.
b. Take the Initiative! Don't wait on others to provide opportunities for you. You must eagerly seek out internships in multiple areas in order to find success.