

### Step 1 - Self Assessment & Research

- ☐ Not sure where you're headed or need to re-assess your career interests? Utilize online tools like [PathwayU](#), [Occupational Outlook Handbook](#), [CareerOneStop](#), [My Next Move](#), and [O\\*Net](#), or [schedule an appointment](#) to meet with a Peer Career Coach to assist.
- ☐ Identify your preferences for industry, group/type of companies, geographic location, and academic semester in which you aim to secure an internship.
- ☐ Consider your financial circumstances. Would you be willing to accept an unpaid internship? Will you need to maintain a second job while interning? Are you in a position to relocate temporarily for the duration of the internship?
- ☐ Looking to enhance your skills and knowledge? Take advantage of [LinkedIn Learning](#) or [The Forage](#) to gain valuable experience and boost your resume.
- ☐ Participate in the Pioneer Career Accelerator (PCA) program. PCA embeds self-assessment, personalized planning, and real-world experiences into one flexible pathway. Plus, you'll earn a \$600 reward and a Career Readiness Credential upon completion.

**Keep in mind** that it's never too early to start searching for internships—some employers require applications up to a year in advance.

### Step 2 - Application Materials

- ☐ Refresh your resume and develop a cover letter template. Unsure what to include? Use [Jobscan](#) or [schedule an appointment](#) with a Peer Career Coach for guidance.
- ☐ Determine who will serve as your references. Most positions require three professional or academic references—individuals (not friends or family) who can speak to your work experience and/or educational background.
- ☐ Obtain an official and unofficial copy of your [transcript](#).
- ☐ Complete your [Handshake profile](#) thoroughly, including all past work experience, relevant coursework, projects, research, volunteer activities, and extracurricular involvement.
- ☐ Build a [LinkedIn profile](#) using the same details from your Handshake profile and resume to maintain consistency across platforms.

### Step 3 - Internship Search

- ☐ Explore internship opportunities using platforms such as [Handshake](#), [LinkedIn](#), [Indeed](#), [Interstride](#), [Parker Dewey](#) and other job search websites.
- ☐ Establish a structured internship search schedule. For instance, dedicate Mondays to searching on Handshake, Tuesdays for LinkedIn, Wednesdays for private organization websites, and Thursdays for completing applications. Be sure to cast a wide net by applying to multiple opportunities, and use [Jobscan](#) to customize your resume and cover letter for each application.
- ☐ Keep building your network. Use tools like [LinkedIn Alumni](#) to connect with individuals who share your background, education, or career interests. Participate in campus employer visits and career treks, and seek out community events—such as [Creative Mornings](#)—to expand your professional connections.
- ☐ Become a member of professional organizations related to your industry. Not only is this a strong addition to your resume, but many also offer exclusive job and internship boards you can take advantage of.
- ☐ Visit the websites and social media pages of companies you're interested in interning with. Research application deadlines and follow their accounts or subscribe for updates on new opportunities. This is an excellent way to stay informed about openings and to research the company in preparation for interviews.
- ☐ Reach out to family, friends, and faculty members to see if they can offer any leads or connections to potential internship opportunities.
- ☐ If you're planning to earn [academic credit](#) for your internship, ensure you meet all necessary requirements. Consult with your major advisor for specific guidelines, and if the company isn't already listed in [CalStateS4](#), be sure to submit a Student Placement Site Request [form](#) once you have secured an internship.

# INTERNSHIP GUIDE

## 5 STEPS FOR SUCCESS

### Step 4 - Interviewing

- ☐ Utilize **Big Interview** to master the art of interviewing with interactive practice tools, expert video lessons, and AI-driven feedback. Practice common interview questions and refine your responses with real-time coaching.
- ☐ Familiarize yourself with the company's dress code and choose attire that aligns with their expectations for the interview.
- ☐ During your interviews, be sure to gather contact information and follow up within 48 hours with a thank-you note or email to express your appreciation.
- ☐ Interviews are not only an opportunity for the company to assess your fit—they're also a chance for you to determine whether the role and organization align with your goals and interests. Be prepared to ask thoughtful questions.

If it's been more than **two weeks** since your interview and you haven't received a response, consider sending a follow-up email to express your continued interest in the position.

### Step 5 - Post Offer Preparations

- ☐ Carefully review the internship offer by examining the start and end dates, compensation, work hours, location, and responsibilities, and be sure to clarify any unclear details before accepting.
- ☐ Formally accept or decline the offer by responding promptly and professionally through the preferred method, and be sure to express your appreciation regardless of your decision.
- ☐ Complete any required paperwork, including HR documents, background checks, and onboarding forms, as requested by the employer.
- ☐ If your internship is in a different city, secure appropriate housing and plan your transportation or daily commute in advance.
- ☐ If you're earning academic credit for your internship, meet with your academic advisor and complete all necessary university requirements.
- ☐ Update your schedule by adjusting other commitments, such as classes or part-time jobs, to ensure they align with your internship responsibilities.
- ☐ Set clear goals for your internship by reflecting on what you hope to learn and accomplish, and plan to track your progress throughout the experience.
- ☐ Purchase appropriate attire or visit the Cal State East Bay Clothing Closet to ensure your wardrobe aligns with the company's dress code.
- ☐ Connect with your supervisor to confirm your start date, schedule, and any instructions for your first day.

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