

## UCM Career Services Center Internship Checklist

An internship can provide you with relevant, hands-on experience. This kind of opportunity can be essential in making informed career decisions and increasing your “marketability” to potential employers. Internships can be for credit (if approved by your Academic Internship Coordinator) or not-for-credit, and can be paid or unpaid. The experience will allow you to gain valuable “professional skills” over the course of a semester or during the summer months. We recommend you begin this process your sophomore year, **but you will benefit from an internship at any time.**

### “How do I get this process started?”

The following checklist will assist you in getting the ball rolling.

Services listed below are offered in the Career Services Center, Ward Edwards 1200.

- Complete your Handshake profile.
- Schedule an appointment with your Career Advisor for internship assistance.
- Develop your perfect resume.
- Have your resume and cover letter proofed by a Career and/or a Peer Advisor.
- Upload and publish your resume to Handshake.
- Schedule a practice interview with one of our Career Professionals.
- Research the type of companies/organizations that are of interest to you. Resources are available on-line resources at [ucmo.edu/career](http://ucmo.edu/career). For additional assistance, schedule an appointment with your Career Advisor.
- Network! Let everyone – family, friends, classmates, faculty, etc. – know you are seeking an internship. Ask about their employers and organizations that might be a good fit and offer an internship opportunity.
- Regularly check Handshake for potential internship opportunities that are posted daily.
- Attend information sessions offered by recruiting employers prior to on-campus interviews; you will receive email notifications from your Career Advisor.
- Meet with your Academic Internship Coordinator to network, ascertain leads and find out what you need to do for internship credit.
- Sign-up for scheduled campus interviews with employers of interest; you will receive email notification from your Career Advisor.
- Attend Career Expos and Workshops, sponsored by the Career Services Center throughout the academic year.
- For assistance with any of the above or any other aspect of your career development, contact the Career Services Center.

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