I. Define purpose – goals of doing an internship
   a. Experience
   b. Entry into industry and industry contacts
   c. First step in company ladder
   d. Paid or unpaid

II. Time frame, length, location
   a. Now, next summer, next year
   b. Two weeks, two months, more?
   c. Here local or somewhere else? International?

III. Start researching
   a. The internet is your friend
   b. Make a list of your top 5-10 companies or organizations you would like to work with and DO YOUR RESEARCH!
   c. Get to know someone at the organization through phone calls or an informational interview.

IV. Develop a one-page “pitch” that you send with your resume.
   a. Include:
      • Which department or with whom you would prefer to work.
      • The skills you would like to gain.
      • The time frame and time commitment of the internship.
      • What you bring to the party.
      • Your openness for alternate plans of work from them

V. Make contact
   a. Phone
   b. In person
   c. By email

VI. Follow up!!!

Career Center Location
Upstairs in the Student Services Bldg. – Room SS-282, (805) 965-0581, ext. 2331