

# An Internship and Job Search Checklist

The job/internship search process can feel overwhelming, so it's helpful to break it up into smaller, more manageable steps. The good news is you don't have to do every step in order. For example, you can start working on your resume before you identify what you exactly want to do. Speak to a WOU CPP Career Counselor (CC) if you would like assistance with any of these steps.

Use this checklist as a guide as you go through the various stages of career development and as you begin your internship or job search. Start by checking off as much as you can and bring it with you to your appointments with your career counselor.

## Step 1: Know yourself

- I have identified my personal strengths, skills, interests, and values (CC, assessments)
- I have made a list of possible job titles/fields of interest (CC, web resources)
- I can name two or three career pathways/jobs/professions I plan to pursue

## Step 2: Know where you want to work

- I have researched organizations or companies that might hire someone with my skills, interests, and background (web resources, informational interviewing, CC, volunteering, interning)
- I have analyzed desired qualifications in my field and know what employers are looking for (job listings, informational interviews)
- I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc. (CC, labor market information websites, books, newspapers, informational interviews)
- I have identified the top three geographic areas where I'd like to live and work
- I have identified 10 potential employers for the type of work I'm seeking

## Step 3: Get ready for the search

- I have had my resume and cover letter reviewed by a professional in the field or a staff member in CPP (make an appointment or drop in for 15 minutes, Monday-Thursday from 10 a.m.-3 p.m.)
- I have prepared a portfolio or work samples to highlight my experience, skills, and talent (depending on the field/work you're applying for)
- I have developed my "30-second speech" or "elevator pitch" for short encounters with employers (CC)
- I have identified three individuals who will serve as references
- I have developed my interview skills (CC, web resources)
- I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview (CC)
- I have an interview clothing that is appropriate for the field in which I plan to work
- I have a professional-sounding voice-mail message in case an employer calls
- I have a neutral/professional e-mail address to give to employers

## Step 4: Start searching

- I have updated my profile and uploaded my resume on [WolfLink/Handshake](#) (accessible from your Portal)
- I regularly check WolfLink/Handshake for opportunities and I read links sent to me by my department
- I read the appropriate job-search resources for my field(s) of interest
- I have a system for keeping track of my contacts, interviews, and other job-search activities (CC)
- I have created and updated my LinkedIn profile and utilize it to strategically connect with people I know or would like to know (CC, web resources)
- I follow up on every interesting job lead immediately
- I keep a copy of my resume handy/in my phone in case I receive a call from an employer
- I follow-up each application with a polite phone call or e-mail to the employer requesting a job interview
- I send thank you letters or e-mails to every person who interviews me