



The Basics:

What kind of internship experience are you looking for?

Do you have any geographic restrictions? Where are you willing to go for an internship?

Are you seeking a paid or unpaid internship position?

Are you seeking academic credit for your internship?

**if yes, be sure to check out the list of internship coordinators by department on our website*

What do you want to do (what are your interests)?

List any questions/concerns you have about seeking an internship:

Have you prepared your documents?

- Resume
- Cover Letter
- Reference List (asked 3-4 people that can speak highly and positively about your skills/experiences)

Strategies for seeking internships:

Handshake: <http://www.jmu.edu/cap/handshake/index.shtml>
Career Fairs: <http://www.jmu.edu/cap/fair/index.shtml>
Other job listings: <http://www.jmu.edu/cap/students/jobintern/identify/index.shtml>
Search by major, city, abroad, federal jobs and campus jobs
Vault: <http://www.jmu.edu/cap/vault/index.shtml>
Social Media: Facebook, Instagram, LinkedIn, Pinterest

Target companies directly:

- In the area you want to be in geographically
 - Could check out Chamber of Commerce website
- Where you may have some connections
- Companies you have always wanted to work for

Networking:

Brainstorm:

List the names of people who could help you identify internship opportunities:
(Family, friends, professors, advisors, previous employers, alumni, etc.)

Other notes:

Check the CAP Events Calendar at www.jmu.edu/cap for dates on other workshops and events.