**Internship Steps Outline**

1. **Step 1: Identify Interests**
   - Career Services Events
   - Joining clubs relevant to interests: [http://osl.sa.ucsb.edu/](http://osl.sa.ucsb.edu/)
   - Volunteer (CAB)
   - Assessments
   - Explore Career Binders and books
   - Weekly themes

2. **Step 2: Network**
   - Career Fair, Mixers
   - Informational Interviews (using LinkedIn)
   - Department Listserv (networking events)

3. **Step 3: Look for Internships**
   - Start early
   - Handshake
   - Get Experience Page (sites with listings)
   - LinkedIn
   - Department Listserv (can join any, not just major you are part of)
   - Use your network

4. **Step 4: Identify and Prioritize Opportunities**
   - List companies/opportunities you are interested in
   - Note the application timeline for each opportunity
   - Research companies
   - Identify the contact person for each position
   - Take note of the skills that employer is looking for

5. **Step 5: Resume and Cover Letter**
   - Attend resume/cover letter workshops
   - Tailor your resume and cover letter to each company and position
     - Examples in manual
   - Use JobScan to make sure you have all the right key words
   - Drop-in resume advising
   - Make sure all resumes and cover letters have tailored content and are saved as pdf

6. **Step 6: Interviewing**
   - BigInterview
   - Mock interviews
   - Books on interviewing
   - STAR method
   - What to wear
   - Thank you letter
7. **Step 7: Dealing with Offers**
   - How to decide between multiple offers
     - Values sort (location, interest, work-life balance, etc.)
   - Politely declining an offer
   - What happens when you accept an offer

8. **Step 8: During the Internship**
   - Ask questions
   - Learn a lot, but also focus on proving your skills
   - Start chatting with employer about a month before the internship ends if you’re interested in converting to full time

9. **Step 9: After the Internship**
   - Stay in touch with managers or other co-workers
     - They can help you with full time positions later on
     - More likely to be a reference if you update them on your job search and academic progress
     - Connect on LinkedIn
   - Add your internship to Resume and LinkedIn
     - Detail accomplishments and skills

**Additional tips:**
- Have a professional voicemail message
- Don’t limit yourself to what you find online- reach out to companies you are interested in that don’t have internship programs and see if there’s any possibility of developing your own
- Proofread all documents and emails