* **Internship Timeline**

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It's never too early to start planning for your internship. The total process—finding an internship and applying and interviewing for it—can take several weeks or even months. Here is a general timeline to assist you with the planning process:

**Research internships**

*(Three semesters before you want to begin your internship)*

* + Talk with your academic adviser and a career services counselor to find out what internship resources are available to you on campus.
	+ Write your resume and cover letter.
	+ Decide what you would like from your internship. Responsibilities? Compensation? Experience?
	+ Attend job fairs to find out about internship opportunities.
	+ Start networking with everyone you know.
	+ Define where you would like to do your internship. City? Corporation? Industry?
	+ Start researching internship opportunities. Obtain general information about the company, internship programs, contact people, and deadlines.

**Apply for internships**

*(Two semesters before you intern)*

* + Apply online or by whatever method the company requires.
	+ Practice your interviewing skills. Schedule a mock interview with your career services office.

**Interview and accept an internship**

*(One semester before your internship)*

* + Complete an application for each company where you would like to intern.
	+ Interview with employers.
	+ Send a thank-you letter to each employer who gives you an opportunity to interview.
	+ Accept an internship offer.

Good luck!

Courtesy of the [National Association of Colleges and Employers](http://www.naceweb.org/).