

# Internship Preparation Checklist

**Use this checklist to learn the steps that will help you prepare for an internship that will complement your education and give you experience in your chosen career field.**

## **Step 1: Know yourself.**

- ☐ I have completed an interest inventory to identify my strengths, skills, interests and values.
- ☐ I have researched career options through online resources, print materials and experiential learning experiences (ex. informational interviews, volunteering)
- ☐ I have chosen a major that fits with my core values, personal strengths, skills and interests.

## **Step 2: Confirm your intentions.**

- ☐ I have spoken with faculty within my major and a Career Services staff member about internship options (ex. credit versus non-credit internships, paid versus unpaid)
- ☐ I have well-defined learning objectives that focus on internships that develop skills and apply knowledge within my specific field of interest
- ☐ I am registered on the MCTC Job Bank and understand how to find internship opportunities.

## **Step 3: Get ready for the search.**

- ☐ I have developed a resume and cover letter(s) and had these reviewed by a Career Services staff member.
- ☐ I have prepared for interviews by practicing responses to typical questions through the Big Interview at <http://mctc.biginterview.com/>.
- ☐ I can communicate what skills and qualifications I have to offer in an interview setting.
- ☐ I have developed a "30-second speech" for brief professional encounters at internship sites.
- ☐ I have appropriate clothing for an interview in my career field.
- ☐ I have a professional-sounding voice mail message in case an internship site calls.
- ☐ I have a professional-looking profile on LinkedIn and know how to use that site effectively.
- ☐ I have 3 individuals who have agreed to serve as references.

## **Step 4: Conduct your search.**

- ☐ I regularly check the MCTC Job Bank, faculty sources, and online job search engines for internship opportunities in my field.
- ☐ I have applied to several internships submitting the required application documentation (ex. resume and cover letter)
- ☐ I have a system for keeping track of my completed applications and interviews.
- ☐ I know how to follow up after an internship interview (ex. writing a Thank You letter)
- ☐ I have met with a Career Services staff member for an internship progress appointment.

**Once you have identified your internship, complete internship program paperwork and registration if credit based.**



*"We LOVE our interns—we have 2 MCTC interns right now and have hired MCTC graduates who interned for us in the past."*

Minneapolis HR Director

**MCTC's Career Services** department is here to help. Call or stop in—we are in the Counseling and Advising Area. We offer:

Internship Search Assistance ■ Resume Reviews ■ Job Bank ■ Volunteer Opportunities  
 ■ Informational Interviews ■ Business Tours ■ Mock Interviews ■ Cover Letters  
 ■ Networking Events ■ LinkedIn Workshops

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