

Action Plan for Getting an Internship



Goal

Why

Start Date :

Finish Date :

Resources

- 01 TCC Career Services (Resume/Cover Letter/ Appointments)
- 02 Learning Commons Success Coaches
- 03 FutureLink, LinkedIn, company websites, and online resources
- 04 Professors, professionals, and mentors

Action Plan

Date

- Identify the type of internship I want
- Research companies and create a list of 10+ opportunities
- Create a resume and draft a cover letter
- Apply to 3-5 opportunities a week
- Find appropriate business attire and practice interviewing
- Attend interviews, job fairs, start networking, and stay motivated

Notes