How To Apply For An Internship

Make sure to follow all instructions carefully when applying for an internship position.

Organizations will require various materials to apply for an internship, which may include, but are not limited to:

- Resumé
- Cover Letter
- Application
- References
- Transcripts
- Interview

Important of following up

A few days (5-10) after you have sent your materials, contact the organization to follow up on the status of your application. It is recommended that you call, but an email is fine.

When following up, be ready to discuss:

- Your interest in the internship
- Your availability to interview
- Your availability to start the internship
- Your knowledge of the organization