



INTERNSHIP PREPARATION CHECKLIST

Directions:

Use this checklist to guide you through the steps of securing and succeeding in your internship. Review each section, complete the tasks, and mark off items as you go. This checklist will help you stay organized and ensure you're prepared for your internship experience!

STAGE	ACTIVITY	NOTES	DEADLINE
Before Applying	<ul style="list-style-type: none"><input type="checkbox"/> Research industries and companies of interest.<input type="checkbox"/> Identify at least five internship opportunities with deadlines.<input type="checkbox"/> Update your resume & cover letter with recent skills and experiences.<input type="checkbox"/> Secure 2-3 professional references.<input type="checkbox"/> Practice your elevator pitch.<input type="checkbox"/> Create or update your LinkedIn profile to reflect your skills and goals.		
While Applying	<ul style="list-style-type: none"><input type="checkbox"/> Tailor each resume and cover letter to match the specific role and company.<input type="checkbox"/> Submit applications before the deadlines.<input type="checkbox"/> Follow up via email if you don't hear back within 2 weeks of submission.<input type="checkbox"/> Research and prepare for common interview questions relevant to the role or industry.<input type="checkbox"/> Set up a mock interview with a career advisor.		
After Acceptance	<ul style="list-style-type: none"><input type="checkbox"/> Confirm your internship start date, schedule, and expectations with your supervisor.<input type="checkbox"/> Complete any required paperwork or onboarding materials.<input type="checkbox"/> Set 2-3 personal and professional goals for what you want to achieve during your internship.<input type="checkbox"/> Schedule a meeting with your supervisor to discuss goals and responsibilities.<input type="checkbox"/> Plan how you will document your accomplishments (e.g., journal, portfolio, LinkedIn updates).		

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8:30 am to 4:30 pm | after-hours appointments available