

Internship Checklist

A full-cycle checklist for finding, landing and succeeding in an internship.

Prepare to apply

- Clarify your goals and the fields you want to explore.
- Update your resume with relevant coursework and projects.
- Polish your online professional profile.
- Draft a cover letter you can tailor per role.
- Gather references and ask permission to list them.
- Set a target start date and work backward on timelines.

Search and apply

- Search job boards, your school's portal and company sites.
- Use career services and faculty connections.
- Tailor your resume and cover letter to each posting.
- Track every application, deadline and status.
Apply early — many programs recruit months in advance.
- Network with alumni and professionals in your field.
- Follow up politely on applications you care about.

Interview

- Research each company and role before interviewing.
- Prepare answers to common interview questions.
- Practice talking through your projects and skills.
- Prepare thoughtful questions to ask the interviewer.
- Test your tech and setting for virtual interviews.
- Send a thank-you note after each interview.

Accept and prepare

- Review the offer details and confirm logistics.
- Clarify pay, schedule, location and dress code.
- Complete any paperwork and onboarding forms.
- Arrange housing or commute if needed.
- Set up required accounts, tools or equipment.
- Plan questions and goals for your first week.

Onboard and perform

- Complete onboarding and learn the team's tools.
- Set clear expectations and goals with your manager.
- Take notes and ask questions when you're unsure.
- Deliver reliable, high-quality work on time.
- Ask for feedback regularly and act on it.
- Build genuine relationships across the team.

Network and wrap up

- Document your accomplishments and impact.
- Finish your projects and hand them off cleanly.
- Request feedback and a recommendation if appropriate.
- Express interest in returning or future roles.
- Exchange contacts and connect online with colleagues.
- Send thank-you notes and stay in touch afterward.