

Top 10 Internship Application and Interview Tips!

Application Tips

1. Remember the Cover Letter
 - A cover letter should address why you are interested in the position you are applying for, as well as highlight relevant work experience and education.
 - A cover letter also allows the applicant to showcase their writing skills, which may be a skill requested for the position.
2. Proofreading
 - Surprisingly, many resumes and cover letters contain errors. It is very important to spell-check any documents that you are required to submit. You may have a really competitive resume, but spelling and grammatical mistakes could cost you an interview.
 - Have other people review your resume and cover letter for any errors, including alignment, addresses, formalities, etc. You may have missed a few things.
3. Submit all materials
 - If an application requests a cover letter, resume, and transcript – turn in all the requested documents! Having an incomplete application greatly reduces your chance of being considered for the position.
4. References
 - Some positions may request a list of references. It is usually appropriate to provide at least one academic and one professional reference.
 - Make sure to inform your references that they may be contacted by an employer when you apply for a position and if possible provide them with a copy of your resume to better assist them in answering questions about your experience.
 - If the application does not request a list of references, it is a good idea to arrive at an interview with a copy just in case the interviewer asks for it.
5. Deadlines
 - Be aware of the application deadline. Keep in mind; you do not have to wait until the deadline to submit materials. Turning materials in early is a good sign, showing that you do not wait until the last minute.

Interview Tips

6. Dress Appropriately
 - If you are offered an interview, it is absolutely necessary to dress professionally. First impressions set the tone for the interview and by not dressing the part, the interviewer may not think that you are serious about the position.
7. Research the Position
 - Before an interview, research the organization and the position and if possible the person/people who will be interviewing you. This will allow you to tailor the interview to the organization and what would be expected of you as an intern.
8. Be Honest
 - Throughout the entire application and interview process, be truthful and honest. Do not exaggerate any previous experience, because the interviewer may double check with your references.
9. Prepare Questions
 - Asking the interviewer questions shows your interest in the organization and that you have come prepared to the interview.
10. Follow-Up
 - Do not forget to follow-up with an interviewer. At the end of the interview, ask for their card or contact information. Try to email or mail them a thank you note within the first 24 hours after the interview.