

Know your timeline.

The process of finding an internship takes time. Start early and be aware of application deadlines. Don't leave searching for an internship until the last moment. Companies appreciate an enthusiastic, pro-active intern.

Hone your resume.

Be sure your resume is updated and reflects the skills, education and interests that make you a strong candidate. Once you've updated your resume, share it with your peers and with UNK Career Services to ensure that your resume is solid.

Research your options.

Research organizations with internship possibilities. A good place to do this is through the links on the internship page of the UNK Engineering Foundations website, through UNK Career Services, or by checking the websites of specific companies or organizations for internships. Instructors and alumni are also good resources. Attending an engineering or STEM career fair is an excellent way to meet industry professionals and get your resume into the hands of potential employers.

Get some help.

Complete the [Student Internship Interest Form](#) available on the internships page of the UNK Engineering Foundations website. If you do so, we will do our best to provide assistance in finding an internship. While an internship can't be guaranteed, and you are expected to continue searching for an internship on your own, this information will greatly assist us in our efforts to assist you.

Create your own internship.

If you are interested in a company or organization that doesn't appear to have an internship program, you can take the initiative and create your own. Follow the steps above and contact the Hiring Manager at that company with a letter that outlines your background and expresses your interest in interning for their company. If you are uncertain of your letter, and would like feedback prior to sending it, don't hesitate to ask if one of your instructors or the Engineering Intern and Outreach Coordinator will take a look at it. After sending your letter, be sure to follow up at the company with a phone call.

Apply!

Scenario: you are sitting at your desk with an internship application open on the computer screen in front of you. In this situation, be sure to read the application carefully and provide all of the information that is requested. Keep your correspondence professional and well-written. After you've submitted your application, remember to follow up with a phone call. If missed the deadline, or were not selected this semester, apply for the next term. Polite persistence pays off.

Remember.

The internship search process can be a long one, and persistence pays off. When it comes time to interview, don't hesitate to ask us for help with preparation. Your success matters!