Internship Search Timeline

The sooner you begin your internship search, the less intimidating it will feel and the more prepared you will be. Employers typically start seeking interns early, so you want to begin preparing a semester or more prior to your internship. Follow this timeline and use our services to begin your search.

3+ months before

☐ Create your resume using the UBworks resume builder, a Career Center resume resource book or a workshop on resume writing (visit www.ubalt.edu/careerevents for details).
☐ Have your resume reviewed by one of our career coaches.
☐ Make an appointment to see the faculty internship director in your program to learn about internship requirements, academic credit, internship approval and more.
☐ Accelerate your career development by participating in career fairs, on-campus interviews, information sessions, workshops and more.

2-3 months before

☐ Identify what kind of internship you are looking for (company, industry, paid/unpaid, credit/noncredit, location and learning outcome).
☐ Make an internship search appointment with one of our career coaches.
☐ Engage your network (professors, friends, classmates, co-workers, LinkedIn, etc.) by letting them know you are seeking an internship—you never know who someone knows.
☐ Check UBWorks, our job/internship database, on a daily or weekly basis and visit additional resources found at www.ubalt.edu/careerresources.
☐ Begin applying to internship postings.

1-2 months before

☐ Improve your interviewing skills by scheduling a mock interview appointment with one of our career coaches and use InterviewStream to practice at home (http://ubalt.interviewstream.com).
☐ Remember to always send a thank-you note after each interview.
☐ If you are seeking academic credit, be sure to register for the internship class and submit your completed internship form to your faculty internship director.

Now that you are hired, show them what you’ve got! According to the National Association of Colleges and Employers, employers extended job offers to nearly 64.8 percent of their interns in 2014.