

# Step by Step Guide to Landing the Internship of Your Dreams

Getting an internship is a great way to gain experience in your field, network with professionals, and build your resume. But the competition for internships can be fierce, so it's important to put your best foot forward.



## The Internship Manual: A Step-by-Step Guide to Getting the Internship of Your Dreams by Sharise S. Kent

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## Step 1: Research and identify your target internships

The first step is to research and identify your target internships. This means figuring out what kind of internships you're interested in, which companies you're interested in working for, and what the requirements are for each internship.

Here are a few tips for researching internships:

- Use online resources like LinkedIn, Glassdoor, and Indeed to search for internships.
- Attend career fairs and talk to recruiters from different companies.
- Reach out to your professors and career counselors for advice.

## **Step 2: Craft a strong resume and cover letter**

Once you've identified your target internships, it's time to start working on your resume and cover letter. Your resume should highlight your skills and experience, and your cover letter should explain why you're a good fit for the internship.

Here are a few tips for writing a strong resume and cover letter:

- Tailor your resume and cover letter to each internship you apply for.
- Highlight your skills and experience that are relevant to the internship.
- Proofread your resume and cover letter carefully before submitting them.

## **Step 3: Prepare for the interview**

If you're lucky, you'll be invited to interview for an internship. The interview is your chance to make a good impression and show the interviewer why you're the right person for the job.

Here are a few tips for preparing for the interview:

- Research the company and the internship.
- Practice answering common interview questions.

- Dress professionally and arrive on time for the interview.

#### **Step 4: Follow up after the interview**

After the interview, it's important to follow up with the interviewer. This shows that you're interested in the internship and that you're following up on your application.

Here are a few tips for following up after the interview:

- Send a thank-you note to the interviewer within 24 hours.
- Follow up with the interviewer by email or phone a week after the interview.
- Be persistent, but don't be a pest.

Getting an internship is a competitive process, but it's definitely possible to land the internship of your dreams. By following the steps outlined in this guide, you can increase your chances of success.

I hope this guide has been helpful. If you have any questions, please feel free to reach out to me.

Good luck with your internship search!



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