

# Internship Worksheet

(804) 289-8547 | [careerservices.richmond.edu](http://careerservices.richmond.edu)  
 Office Hours: M-F, 8:30 a.m. to 5 p.m. | Drop In Hours: M-F, 2 to 4 p.m.



## Alumni & Career Services

### JOB SEARCH TOOLS: ARE YOU READY?

(Visit the [resource page](#) on our [webpage](#) and/or come to Career Services to learn more)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Targeted Resume                   | <input type="checkbox"/> Letters of Recommendation / | <input type="checkbox"/> Other: Clips, Videos, Photos, |
| <input type="checkbox"/> Customized Cover Letter           | <input type="checkbox"/> References                  | <input type="checkbox"/> Websites                      |
| <input type="checkbox"/> Interview Preparation & follow-up | <input type="checkbox"/> Professional Portfolio      | <input type="checkbox"/> Writing Samples               |

### GOAL SETTING & STRATEGY: BE INTENTIONAL, BE SPECIFIC

(use the Action Verb and Transferrable Skills Handouts)

WHERE do you want to be?	WHAT skills do you want to learn?	WHAT skills do you already have?
1.	1.	1.
2.	2.	2.
3.	3.	3.

My internship goal/elevator pitch \_\_\_\_\_

### My Fan Club (top 10 people rooting for me to do well): (tell these people your elevator pitch)

- |   |    |
|---|----|
| 1 | 6  |
| 2 | 7  |
| 3 | 8  |
| 4 | 9  |
| 5 | 10 |

DATABASES	ASSOCIATIONS	ORGANIZATIONS	INFORMATIONAL INTERVIEWS	Social Media
<ul style="list-style-type: none"> <li>▪ SpiderConnect</li> <li>▪ Hoovers</li> <li>▪ The Vault</li> <li>▪ GoinGlobal</li> <li>▪ Idealist.org</li> <li>▪ Indeed.com</li> <li>▪ Internships.com</li> <li>▪ USAjobs.gov</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">International Leadership Association</a></li> <li>▪ <a href="#">Virginia Association of Broadcasters</a></li> <li>▪ <a href="#">American Society of Magazine Editors</a></li> <li>▪ <a href="#">The Partnership for Public Service</a></li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Department of State</a></li> <li>▪ <a href="#">Target</a></li> <li>▪ <a href="#">Nike</a></li> <li>▪ <a href="#">Smithsonian</a></li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Handout on Career Services Website</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ LinkedIn</li> <li>▪ Facebook</li> <li>▪ Twitter</li> </ul>

### MY ACTION PLAN:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# Creating an Application or Job Tracking System



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When conducting a job/internship/graduate school search, you will be speaking with many different people in many different organizations. Keeping your communication organized will help manage the process. Therefore, it is beneficial to create a log (using Word, an Excel spreadsheet or a just a notebook or calendar), to identify when you speak and interact with each employer.

### SAMPLE LOG – Example 1

Company Name						
Title/Position #	<i>Be sure to record the accurate title and/or position number for the position to which you apply.</i>					
Name of Contact	Contact Email	Deadline for application	Date Resume/ Application Sent	Follow Up Date	Interview Date	Thank You Letter Sent
Contact Title	Contact Phone	<i>Save a copy of the position description because it may be taken off line once the position closes.</i>	<i>It's not a bad thing to apply ahead of the deadline-- applications are often reviewed as they come in</i>	<i>Set yourself a date on which you plan to follow up. Make sure you do it.</i>		<i>It should be sent immediately following the interview</i>
Company Address						
Communication Dates	Content of Communications <i>You might include a rating of how interested you are, anyone you know who works here, interesting tidbits of info you picked up about the organization, etc</i>					

### SAMPLE LOG – Example 2

Organization	Website	Position	Deadline to apply	Contact #1	Contact #2	Date Contacted	Follow up date	Notes

**Additional Columns:** Notes, Positions Available, Applied Date, Follow-up Date, Application Instructions, Field/Industry, Division, Department, LinkedIn address