GET STARTED
Identify job functions/industries that interest you. Find a balance between too broad and too specific. Reflect on your future career goals.

REVIEW INDUSTRY TIMELINES
This resource reflects approximate peak hiring activity for the position deadlines in each industry.

3 KEY SEARCH STRATEGIES

Identify opportunities online: Use Handshake and industry-specific resources. Use filters to find relevant opportunities.

Source employers: Create a list of employers based on your criteria such as industry, location, job role, etc.

Begin networking: Think about people you already know, like professors and neighbors, and people you don’t know, like alumni or contacts on employer websites.

CONSIDER
Job function: role, tasks
Industry: type of employer

If you are not sure what to look for, then make an appointment with NCA for ‘Choosing a Career Path’

PREPARE MATERIALS
Utilize NCA Career Guide, VMock, and NCA appointments and/or drop-in hours to write and review your application materials including cover letters, writing samples, resumes, and CVs.

NEXT STEPS
Searching for and applying to internships can be a long process. Never stop searching for and applying to opportunities until you have officially accepted one.

NCA appointments are available to help you every step of the way, which includes practicing interviews and navigating decision timelines.