

NCA INTERNSHIP CHECKLIST

Use this checklist to track your internship progress.



☐ Explore Industries

☐ Prepare Materials

☐ Network

☐ Search For Roles

☐ Apply

☐ Interview

☐ Secure a Role!

Meet with your **NCA Career Advisor** to discuss your internship search strategy, review application materials, and discuss interview preparation!

YOUR CHECKLIST



Explore industries

- ☐ Meet with an [NCA career advisor](#)
- ☐ Identify roles/functions of interest
- ☐ Identify [industries](#) of interest
- ☐ Create a [list](#) of target employers

Click on the underlined links to access more NCA resources!

Prepare materials

- ☐ Update [resume](#)
- ☐ Update [LinkedIn](#) profile
- ☐ Develop [elevator pitch](#)
- ☐ Select 'Career Interests' in your [Handshake](#) profile
- ☐ Have materials reviewed with [VMock](#) or at [NCA Walk-ins](#)

Network

- ☐ Attend a [career fair or employer events](#)
- ☐ Connect with alumni on [OurNorthwestern](#) and [LinkedIn](#)
- ☐ Meet [alumni mentor\(s\)](#)
- ☐ Complete 1-2 [informational interviews](#)
- ☐ Follow target employers on [LinkedIn](#) and [Handshake](#)

Search for roles

- ☐ Set up [Handshake](#) 'job alerts'
- ☐ Review NCA Industry Newsletters
- ☐ Review opportunities weekly
- ☐ Track applications: [NCA Internship Tracker](#)

Apply

- ☐ Review [NCA Generative AI Guidelines](#)
- ☐ Tailor [resume](#) and [cover letter](#) (when needed) for each position
- ☐ Submit applications
- ☐ Follow up!

Interview

- ☐ Research employer
- ☐ Practice [interview questions](#)
- ☐ Prepare [questions for interviewer](#)
- ☐ Send [thank-you notes](#)