

# UCS Internship Services

## Internship Action Plan

---

### Aspirations, Goals and Preferences (ASP)

1. What are my future career aspirations? What do I want to be when I grow up?

---

---

2. What are my goals for this internship? What skills do I want to learn? What type of occupational experiences do I want? In what type of environment/culture do I want to work? What am I looking to gain from this experience?

---

---

3. What are my preferences for this internship?

---

---

---

---

### Resume Objective:

Use your **ASP** to write your Resume Objective:

To find a \_\_\_\_\_ Internship in \_\_\_\_\_ field working for a  
\_\_\_\_\_ organization that will utilize my \_\_\_\_\_ skills.

### 30-Second Commercial/Introduction

Use to introduce yourself to networking contacts and prospective employers:

---

---

---

---

### Identify Existing Internship Opportunities

- UCS Website
  - JoBank/Job Scan
  - Campus Recruitment
  - Internship/Other Links
- UCS Library, Internship Book
- UH Career Fairs
- College Career Centers/Websites
- UH Dept/Faculty
- Company/Organization websites
- Search under Industry Name

### Develop Your Own Internship Opportunities (Networking)

1. Create a list of organizations for which you would love to intern. Do some research! Work with your UCS Career Counselor to help you find some resources
2. Use your Aspirations, Goals and Preferences to make an internship proposal, listing some responsibilities and activities for your internship
3. Contact organizations using your 30-Second Commercial to introduce yourself and give your intentions. Be sure to check out our Networking workshop and handouts. Try to get leads from each contact you make, such as:
  - Internship opportunity
  - Informational interview
  - Another contact or company name

### Applications/Interviews

1. Develop resume and cover letter---visit UCS for resume critique
2. Send out your cover letters& resumes, complete applications as needed
3. Use Contact Spreadsheet to organize your efforts
4. Follow up with phone calls/emails after you send your documents
5. Prepare for interviews (Interview Workshop, Mock Interview with UCS Counselor)
6. Send thank-you letters after the interview