

NON-CREDIT INTERNSHIPS

Have you determined which field of interest, geographical area, and/or accomplishments you want to meet during your internship experience?

NO

Meet with an Faculty Advisor, Professor or Mentor to help you assess field of interests and career goals.

YES

Have you identified 7-10 internship opportunities in the field of your interest and that meet your career goals and objectives?

NO

The Office of Career Services offers internship databases and other resources to assist you in the search. Use your Network to find more information about careers and industry of your interest.

YES

Do you have a resume and cover letter tailored for each company and position? Do you have samples of your work or an online portfolio?

NO

Call Career Services at 540-831-5373 to meet with one of our career counselors about resume, cover letter and portfolio development. Create an account on Optimal Resume to start developing your documents.

YES

Now you are ready to start applying to the positions. Follow the company's direction on how to apply. It may be online thru the company's website or e-mail. **BE AWARE of application deadlines!**