



Chicago Engineers Foundation and Destination Internship present

ENGINEERING INTERNSHIPS



Top Tips to Secure a Great Internship

- When searching for positions, use Google, LinkedIn, company websites, plus other job boards.
- School career fairs are the gold standard for finding companies with open internship opportunities.
- Apply for the most recent positions you find.
- Don't wait to apply for a position. You never know when announcements may close.
- Go directly to a company's webpage to apply for an open position.
- Select positions that are a best fit for your skills. Don't apply for every position at a specific company.
- Complete your applications in full and include a resume/cover letter if requested.
- A good cover letter should be individualized to the position and company.
- Resumes do not need to be changed unless positions you are applying to are drastically different.
- Get a LinkedIn account! Keep it updated with a profile, impactful headline, correct grammar, and a good photo.
- Grow your online professional presence on LinkedIn. Connect with fellow students and professionals in your preferred career field.
- When sending connection requests, personalize each message. Reference either how you met or why you would like to connect.
- If you have the opportunity to network in-person ask for business cards from the people you meet and follow up in the next few days with LinkedIn connection requests.
- When getting ready for interviews, practice in front of a mirror and with friends.
- Have an elevator pitch to describe who you are and your career interests.
- Dress nicely for each interview conversation. If meeting virtually, make sure your background appears professional and use earbuds if the venue is noisy.
- Send thank you notes to recruiters and interviewers.
- Job searching is a long process. Keep going and keep applying until you find your new internship!