

10 TIPS FOR FINDING AN INTERN OR CO-OP POSITION

- 1 Start early!** Begin at least one semester before the term you would like to work. Be proactive and assertive. Don't give up too quickly!
- 2 Develop a winning résumé.** Get help at The Career Center or use Résumé Builder in SeminoleLink.
- 3 Enhance your interview skills** through a mock interview (face-to-face, panel, phone, or Skype) during the fall and spring semesters.
- 4 Register for Plus! services** through SeminoleLink at career.fsu.edu and get access to **intern/co-op listings** (local, national, international), on-campus interviewing schedules, résumé books, and **job search agents**.
- 5 Browse search engines** for links to internship or employer sites, and view websites of professional organizations and associations in your field of interest.
- 6 Search through The Career Center's printed and online library resources**, such as internship directories, books, periodicals, and magazines.
- 7 Attend career fairs** sponsored by The Career Center, and connect with employers at company/agency information sessions.
- 8 Use a variety of networking sources**, such as friends, family, current/former employers, classmates, and faculty/staff. Join The Career Center's LinkedIn group.
- 9 Search ProfessoNole**, career.fsu.edu/professionole, to find FSU alumni and friends of the University who have volunteered to provide career and industry information to current students.
- 10 Develop good record-keeping habits, and send thank you letters** after an interview or networking contact.



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