

Internship Search Checklist

Internship Application Essentials



THINK ABOUT WHAT MATTERS TO YOU

Before you start looking for internships, ask yourself the following questions. These help a lot in focusing your search rather than just looking at everything and anything.

- What field(s) or industries am I interested in?
- Do I want an in-person, hybrid, or remote internship or am I open to any option?
- Do I want a full-time or part-time internship? What time of year (summer, school year, etc.)?
- Do I only want to consider paid internships or am I also open to unpaid?
- What else is important to me about this internship?

SET UP A TRACKING SYSTEM

Keeping yourself organized by creating a tracking system that captures information about the internship, company, application requirements, deadline, and where you are in the process. You can use the [Internship Application Tracking template](#) or create your own system.

START YOUR SEARCH

Here are some ideas of where to look. Visit the [Internship Search Resources page](#) for links* to explore.

- Ask your network! (Academy teachers, guidance counselors, people you know)
- Company/organization websites
- Programs through local/state government
- Internship databases and search sites* ([Standout Search](#), [CollegeVine](#), etc.)
- LinkedIn (you must be 16 to create an account)

Additional Options

Reach out to companies about creating an internship

Some companies may not have a formal internship program but they still may be open to having an intern. Identify a company/organization you are interested in, visit their website or talk to your network so you can find a person to reach out to, and send a brief email to request a conversation. During the conversation, you can express your interest in being an intern there.

Convert a job into an internship

You can work with your manager to develop a project you can complete that will enable you to expand your skills. Learn more by viewing the [Converting Jobs to Internships video](#) and using the [checklist](#).

APPLY!

Create and submit the materials requested in the internship description. Make sure to track your applications so you know when you applied.

- Common requirements may include: resume and cover letter (check out NAF's great guide below!), letter(s) of recommendation, short answer questions, transcript, etc.
 - [NAF's Resume and Cover Letter Guide and Templates](#)

FOLLOW UP

If you haven't heard anything about your application within a few weeks or after the date they have specified, contact the organization.

**Disclaimer: These links are provided for informational purposes and don't constitute an endorsement from NAF. Review any internships you find online with care! Some internship listings require you to pay or might be meant for college students instead of high school students. If you're unsure, always check with a teacher, counselor, or other trusted adult first.*

