

SUMMER INTERNSHIP RECRUITMENT TIMELINE

YEAR PROJECTION

SUMMER/EARLY FALL

- Get organized
- Reach out to the Career Services Center, STEM Programs, and Writing Center for assistance
- Work on cover letter content
- Revise and polish your resume and/or writing samples
- Note some STEM programs have deadlines in the early to mid fall vs late fall to winter months.

FALL

- Search/apply for internships
- Note any deadlines, requirements and contacts
- Contact references (give them 2 months in advance)
- Research transcript request process and verifications and send as directed in the application

EARLY WINTER

- Follow up on your references
- Submit any final internship/program applications
- Check that your application was received in full

MID WINTER

- Follow up on your references
- Submit any final internship/program applications
- Check that your application was received in full

SPRING/EARLY SUMMER

- Check your email for offers
- Consider offers
- Select and Respond to offers
- Receive and read program materials
- Sign and return any acceptance forms by deadline
- Join the program's social media accounts or listserv
- Touch base with your references