

Where Do I Begin?

The School of Communication faculty and staff are committed to helping you find and complete your internship. This website provides resources to help you start the process of obtaining an internship.

Here are a few steps to assist you:

Step 1: Research

Think about what internship positions may interest you. Here are few questions to help guide you. Review all the steps before applying.

- What do I enjoy doing?
- What do I want to do in the future?
- What are my strengths?
- Network! Talk to friends or family members.
- Don't know where else to look? Use your resources on campus! Meet with the supervisors listed in step 4 or talk to a faculty member about your interests.

Step 2: Update your resume

Your resume is vital. This is your opportunity to sell yourself to the organization. Show them you are the best choice. The best way to accomplish this is to design a resume for every internship you apply to. Some of you may not be familiar with creating resumes. Below are resume tips and examples to help you get started.

Resume Tips:

- Proofread!
- Keep your resume to one page
- Avoid using paragraphs
- Never lie! If you have no experience, focus on skills that you have learned through class work and life experiences.
- Utilize resources on campus
 - This can begin by joining organization on campus that can help build your resume. There are several organizations and jobs on campus that can help you become more marketable.
 - Utilize the career center and website. [Click here to find out how the career center can help you with resumes, interview and more!](#)
 - Resume examples:
 - [Public Relations example \(PDF\)](#)
 - [Communication Studies example \(PDF\)](#)
 - [Broadcast Journalism example \(PDF\)](#)

Step 3: Research the organization before you apply

Before submitting your resume make sure you have researched the organization and position. Make a resume and cover letter that apply to that organization.

Step 4: Meet with your SOC Internship supervisor

There are different supervisors to assist you depending on your area of interest. They can review your resume or help you with any questions you have about the internship process.

- Schedule a meeting with the appropriate supervisor.

- Be knowledgeable. Know what area you're interested in and what you want from an internship.
- Be professional. Consider this an interview.
- Be prepared. Bring a resume and working portfolio to the meeting.

School of Communication Internship Supervisors:

- **Contact the Broadcast Production Coordinator, Bob Carroll**
- **Contact the Broadcast News Director, Laura Trendle Polus**
- **Contact the Broadcast Radio Director, Deb Lesser**
- **Contact the Director of Field Experiences for internships in other areas, Tom Lamonica**

Step 5: Apply

Whether you use the internship log or your own resources if you have applied you are half way to you internship!

- Contact the organization: email or call the internship coordinator or the human resource department. Let them know you will be submitting your resume and required material. Ask them if they need any additional information or any related questions.
- Submit the application. Organizations may have different ways to submit information. This may be through their site, email or mail.
- Follow up in a week or two and make sure that they received your materials and inquire about setting up an interview.
- Interview for the internship.
- Send a thank you note to the internship host

If you have found an internship then you are ready for Step 6!

Step 6: Forms.

[After you land an internship, click here to download the necessary forms.](#) You will need to fill these out prior to beginning your internship.