10 TIPS FOR FINDING AN INTERNSHIP 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 ProfessioNole,** 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.