

Applying for Internships: Don't Step on the Landmines!

Finding Internships

- Where did others go?
- Who has a relationship with your program?
- What are your goals?
- What fits best with your training?
- Use NASP & APA resources
- Don't assume it doesn't exist

Applying

- Be organized
- Deadlines are not suggestions
- Do your research—Know the sites
- Have others review application materials
- Stand out! Be Unique!

Interviewing

- Anticipate questions
- Bring questions and CV
- Dress and act professionally
- Use personal examples to answer questions
- Be succinct, but thorough
- Show your Passion
- Practice
- Follow up

Choosing

- What site is the right fit and will help you achieve your professional & personal goals?

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Submitting Applications

- Don't wait until the last minute to look for sites, calculate your hours, update your CV, or complete any other pre-application tasks.
- Deadlines are not suggestions. Plan to get everything in early.
- Do research to learn about each site and show them that you've done your homework by including that information in your application.
- Apply to multiple sites.
- Only apply to sites that fit your goals and training.
- Be unique! Let each site know why you are special and why they should choose you over all other applicants.
- Ask others to review your application materials and provide feedback.

Your CV

- Don't wait to update!
- Consider the order of information.
- Remember to include information such as research experience, settings for practicum experiences, presentations given, etc.

Cover Letters

It's ok to use a template if you include all of the important pieces and tailor it for each site.

1. Intro: Name the specific program/track/site to which you are applying. Introduce yourself (graduate program, what year in the program you are in, etc.)
2. Describe how the program or site to which you are applying matches your goals and interests: State your goals and why they are your goals and include and explain a statement of fit.
3. Summary: Reiterate the statement of fit, what is most appealing about the site to you, and your goals. Close with a statement of thanks or your anticipation regarding hearing from the program or site.

Letters of Recommendation

- Ask writers well in advance for letters of recommendation.
- Meet with writers beforehand. Ask them if they are able to write you a good letter and provide them with your CV and other materials that will help them write a thorough letter.
- Letters of recommendation should be at least a full page - longer is better.
- Choose people with first-hand knowledge of your work. Choose supervisors as letter writers over practitioners who have not served in a supervisory role for you.

Interviewing

- Be on time! In fact, be early! Be sure to have contact information for the site in case an emergency prevents you from being able to make your interview on time.
- Dress professionally - a suit goes a long way towards making a great first impression.
- Have a brief (1 minute) "Who I am" speech memorized to begin your interview. Bring extra copies of your CV.
- Anticipate questions that interviewers are likely to ask and come prepared with questions of your own.
- Take notes, but let the interviewers know that is what you are doing.
- Be personable, but avoid making excessive jokes.
- Show your passion! Interviewers should be able to see that you are excited about what you do and the opportunity to complete your internship at their site or with their program.
- Follow-up with an email or letter to thank the interviewers, ask additional questions, clarify a response you gave during the interview, and remind them who you are.