



Internship Checklist

- ✓ **How to Find an Internship Workshop-** Workshops are held every Thursday from 11:30 am to 12:30 pm in the Student Success Center, Suite 113.
An online version of the workshop is available at
<http://www.wtamu.edu/student-support/cs-stu-online-internship-orientation.aspx>
- ✓ **Résumé Workshop-** This workshop will assist you in developing a resume from scratch or polishing the one you currently have.
 - Check the web site for the workshop schedule & link to the online workshop
http://www.wtamu.edu/student-support/cs-stu-res_int_wkshp.aspx
- ✓ **Web Registration-** Upload a copy of your resume to the Career Services database- BuffJobs. BuffJobs is a **free** database designed to help students and alumni connect with employers. Login information is online at
<http://www.wtamu.edu/student-support/cs-buffjobs.aspx>
- ✓ **Transcript-** Upload a copy of your transcript into the BuffJobs database
- ✓ **Online Interviewing Workshop-** Helps you develop interviewing skills. Must attend the Internship Orientation prior to this workshop.
 - http://www.wtamu.edu/student-support/cs-stu-res_int_wkshp.aspx#Interviewing
 - *Another great way to improve interviewing skills is through our Mock Interview Program. Details online at*
<http://www.wtamu.edu/student-support/mock-interviews.aspx>

Questions? – Call 651-2345

WTAMU Experiential Education Program

Student Success Center, Suite 113 * (806)651-2345 * Email: ssellars@wtamu.edu

<http://www.wtamu.edu/career>

Twitter: <http://www.twitter.com/WTIntern>

Interested in Internship Text Alerts?
Text keyword “wtcareer” to 292929
to sign up for internship alerts by college