



Internship Search Action Plan

[CLICK HERE FOR AN EDITABLE WORD DOCUMENT](#)

If applying for an internship feels overwhelming or you're worried about maintaining momentum, creating an action plan will help you! Identifying how much time you're going to commit to the search each week and breaking the search down into action steps will **make the search manageable and help you stay on track.**

This action plan suggests conducting informational interviews in addition to applying to online postings, because these conversations will help you customize your materials and learn about opportunities. They will also improve your chances of enjoying and learning from the internship you get!

Internship Search Goals

Use this table to break up your internship search into achievable goals, week by week. Here are a few examples:

- **Week 1:** Schedule a resume review appointment. Reflect on your skills, interests, and values to identify organizations and positions that might match. Set realistic goals for your internship search.
- **Week 2:** Identify three people to contact for informational interviews. Save positions you'd like to apply for, prepare materials, and apply for two or three. Research potential networking or professional events.
- **Week 3:** Attend a professional event. Conduct an informational interview and send a thank you note. Continue to look for and apply for positions.
- **Week 4:** Conduct another informational interview. Send thank you notes to interviewers. Submit one application. Interview for a position.

Week	Goals
Week 1	
Week 2	
Week 3	
Week 4	

Questions? Email internship@up.edu, or stop by the Career Education Center in Franz Hall 110!



Internship Search Action Plan

Weekly Plan

Once you've set weekly goals for the next month, this worksheet will help you map out and focus on achievable tasks to complete each week, based on how much time you can dedicate to your internship search.

Week of: _____

Number of hours I will work on my internship search: _____

Done

People I will contact:

Follow up emails sent to:

Applications I will submit:

Organizations I will research:

Informational Interviews I will conduct:

Thank you notes to write and send:



Internship Search Action Plan

Application Tracking

It is important to keep track of the internship positions that you've found, so you can see them all in one place and prioritize next steps. It's easiest to do this in excel or google docs. The most important things to track are the deadline, if you've applied, the link to apply, and a column for next steps.

Position	Organization	Deadline	Applied	Link to Application	Next Steps
Marketing Intern	Make A Wish	3/8/27	2/20/27	Makeawish.org	Reach out to alumni that works there for info interview
Policy Intern	350PDX	4/13/27		350pdx.org	Follow up on 4/21 if you haven't heard

Request Informational Interviews

One of the best ways to discover professional opportunities is to talk to people working in your field or organization of interest. This method is often referred to as informational interviewing.

Below you'll see a sample email for professionals that you have identified and want to connect with. Be sure to **customize your message to each unique situation**. And be sure to read over your email carefully before you send it!

Hello, Ms. Olmos,

My name is Lee Douglas, and I'm a _____ (first year/sophomore/junior/senior) student at the University of Portland majoring in _____. I received your name from Professor _____.

I am beginning my internship search, and I'm hoping to conduct informational interviews with professionals in the field of _____. My goal in meeting with you would be to hear your perspective of the field, and perhaps referrals to others in your network to learn more.

If you could meet with me for 20 to 30 minutes, please let me know when that might be convenient for you. The best way to reach me is via phone at 123-456-7890.

Thank you,

Lee Douglas (They/them)
123-456-7890 - ldouglas@up.edu

Check out page 58 of the Career Readiness Guide for more [informational interview tips](#).

Questions? Email internship@up.edu, or stop by the Career Education Center in Franz Hall 110!



Internship Search Action Plan

Contact Information

A.J. Van Valkenburg (she/they)
University of Portland, Career Education Center
Internship & Experiential Learning Coordinator
503-943-8445 | vanvalka@up.edu | internship@up.edu | Franz Hall 110

AJ can assist with questions you have about internships for academic credit and internship best practices. They can also refer you to her colleagues in the Career Education Center for appointments on the following topics:

- Career Exploration
- Applying to Graduate/Professional School
- Resume/Cover Letter Review
- The Job Search & Networking
- Tools like Handshake and LinkedIn
- Interview Preparation
- Negotiating a Job Offer