

Get that Internship!

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Make a copy of this worksheet online to fill it out!

Identifying Internships

1. **What kind of internship are you looking for? What field(s) are you interested in?** This can be niche or broad! It's important to be passionate about the work that you are doing, and passion can really show in applications.

2. **What kind of experience do you have** that will help you get an internship in this field? List activities or classes you have done to show your qualifications.

3. **What skills do you have** that make you a qualified candidate to work in this field(s)? List [hard and soft skills](#) that you have.

Hard skills

- Hard skill 1

Soft skills

- Soft skill 2

4. **Do you have a resume?** If not, make one! It's not only helpful to hand out to employers, but also just to have a list of your qualifications to reference! [Here](#) is a guide on how to make one. Link it here!:

5. **What internships are available in your field of interest for you?** Do a search online, locally, at nearby companies, nearby startups, or a nearby college. You can also check Indeed, Glassdoor, or LinkedIn. Keep age restrictions and location in mind.

6. Now that you have identified potential internships, **narrow it down to your top three** choices and the ones you are most interested in! What kind of benefits are there? Will you enjoy the work? It's good to have some backup internships just in case you are unable to get your first choice.

Applying to Internships

7. **Find out what questions each internship has** for their application! ALWAYS ALWAYS do the supplemental questions if they are available. They demonstrate your commitment and give you more chances to show your qualifications.

Internship 1:

1. Question 1
2. Question 2

Internship 2:

Internship 3:

8. **Find out what else is required in the application!** Do they require an unofficial transcript for your coursework? Do they require proof of citizenship? Do they require a letter of recommendation? List these down so you can get everything you need to apply.

- [high school transcript]
- [letter of recommendation]
- [passport]

9. **Now it's time to apply!** Remember your experience, skills, and qualifications. You got this. All you need to do now is show the reviewers how qualified you are and how much you deserve this internship(s). Every detail matters! List awards, honors, recognitions, extracurriculars, courses, test scores, experience, and more! Highlight what makes you unique and different from the rest of the applicants. Make sure you keep the deadline in mind as well. Use the template below to brainstorm and craft the answers to the application for each question. You can submit applications to multiple internships in case you don't make it into one. Make as many copies of the template as you need.

Answer	Notes/Ideas
Question Your answer	[brainstorm your ideas and things you want to include here!]

10. **Revise and review your answers.** Ask your school counselor, teacher, mentor, or parent to look over your work and see if they have any suggestions. They might give you advice on what to take out, things to include, or how to restructure a thought. Use 1-2 reviewers to do this because if you use too many you might have too many cooks in the kitchen that have conflicting opinions. Remember, done > perfect (though try your best to make your done work as amazing as it can be!).
11. **Once you feel confident about your application, submit your work!** Now, all you have to do is wait for an answer. Even if you don't get accepted, at least you know you tried and now you have material you can reuse for another application! Or, you can have the mindset that rejection = redirection. But if you make it in, congrats! You will do amazing :)

Great internships for ANYONE:

- [NASA SEES Internship](#) (virtual or in-person)
- Smithsonian
 - Virtual internships: <https://internships.si.edu/taxonomy/term/97>

Great internships for people living in specific locations:

- [Smithsonian YES! Teen Internship Program](#):
 - Washington D.C.
- [Microsoft Discovery Program](#):
 - Graduating high school seniors
 - Within 50 miles of Redmond, Washington, or Atlanta, Georgia.
- [Pathways to Science Internships](#) (look up high school internships in your location)
- [AFRL Scholars Program](#)

More resources:

- [A Guide to Internships for High School Students](#)
- [Summer Internships for High School Students: A How-to Guide](#)