



Possible Interview Questions

- ◆ Tell me something about yourself.
- ◆ What do you think are your personal and academic strengths in school? Other areas?
- ◆ Weaknesses in school? Other areas? (Explain how you are working to improve)
- ◆ What would you consider to be the highlight of your life thus far?
- ◆ What hours are you available for the internship?
- ◆ What part of (insert specific course) do you enjoy the most?
- ◆ Why are you interested in this position?
- ◆ If you were working in an organization and a client came to you expressing unhappiness with a service she/he received, how would you handle the situation?
- ◆ If your internship supervisor asked you to make copies, file, or fax letters to a client, would you have any problem performing these tasks?
- ◆ If you are scheduled to start work at 9:00 am and you arrive at 9:03 am, are you late?
- ◆ What would you do if you find that after two weeks your internship is not what you had expected and you are very unhappy?

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BASIC STEPS FOR SECURING AN INTERNSHIP

“The only way to do great work is to love what you do. If you haven’t found it yet, keep looking. Don’t settle. As with all matters of the heart, you’ll know when you find it.” – Steve Jobs



Basic Steps for Securing an Internship

Step 1: Clarify Your Goals

Having some focus before begin will actually make your internship search easier and lead to a better experience. Before you begin looking, ask yourself the following questions:

- What interests do you have?
- What type of internship are you looking to acquire?
- What skills would you most like to develop during the experience?
- What type of work environment would fit your interests and values? (For profit? Non-profit? Government? Large? Small?)

Step 2: Develop Application Materials and Polish Interview Skills

Before you begin looking for internship openings, it is important to prepare the appropriate documents that employers often require in the application process. Be sure to do the following:

- Draft a resume and cover letter; you can find examples on the Internet, get handouts from the Career Development Coordinator (CDC) in Student Services or find them on the MCHS Career Center Blackboard page and on Twitter @MCHSCareerCtr.
- Have your materials critiqued by the CDC to ensure you have marketed your skills as effectively as possible.
- Schedule a practice interview with the MCHS CDC to further develop your skills.
- Consider appearance. What do people who currently work at this place of business wear? Always dress appropriately when inquiring about an internship.
- ◆ Meet with the CDC in Student Services to see how conducting informational interviews can lead to internship opportunities.



Step 3: Identify Internship Openings

Finding and securing an internship takes discipline and dedication on the part of the job seeker. A few basic steps you should take when searching for an internship are:

- ◆ Make a list of organizations you want to work for and contact them directly to inquire about internship programs. Look on the Internet, talk to business people you meet, or even drive around your local community to identify businesses in your career area of interest..
- ◆ Tell your family, friends and acquaintances that you are looking for an internship and what type. This will often lead to information about openings.
- ◆ Talk to your teachers and school staff about your internship goals. They often have information on upcoming openings within organizations.

The Career Development Coordinator will provide job leads when possible. They are posted on the MCHS Career Center Blackboard page and on Twitter @MCHScareerCtr. However, **the interview and the secured internship are the ultimate responsibility of the student.**