

How to apply to an Internship

1. Start EARLY!

- ⇒ The required internship process can be daunting; start EARLY!
- ⇒ DO NOT wait until the semester before your internship to start looking for internships.
- ⇒ Many agencies interview MONTHS before the internship will start.
- ⇒ The approval process can take between 2-3 months. The internship search can take as long.
- ⇒ You are not placed in an internship. You find the internship, make arrangements, and seek approval.
- ⇒ Most students want to have a good internship experience; it is truly up to you!

2. 'Cast the net wide'

- ⇒ Apply to SEVERAL internships in hopes that you will get multiple offers.
- ⇒ DO NOT apply to one, and wait until that one responds to you.
- ⇒ Each week, make the goal to send out 5 applications. Multiple offers allow room for choice & negotiation.

3. Resume

- ⇒ Current & relevant experience, clean & simple, best representation of self
- ⇒ Resume review, Career & Academic Success ⇒ casc.byu.edu

4. Writing Sample

- ⇒ Evidence of your writing quality, brief but refined
- ⇒ Research briefs, OpEds, Reflection papers, short research papers, etc.

5. Well drafted email

- ⇒ #1 mistakes students make: entitled emails, demanding, lack humility
- ⇒ Like a cover letter, the email must be edited, well composed, and humble
- ⇒ Name, objective, 3 reasons you want to intern there, 3 skills/competencies you possess

6. Follow-up

- ⇒ Rather than wait for them to contact you, establish a follow up day and time in your email.
- ⇒ "Thank you for taking the time to read my email. I will call you on Monday at 10 a.m. to set an appointment to meet with you."
- ⇒ You just made it easy for them to accept you as an intern. All they have to do is say YES!

Sample email:

Good morning!

My name is Stephanie Lutz and I am a senior at BYU studying Public Health with an emphasis in Health Promotion. I will be graduating in April 2019, but before graduation, I need to complete a 6 credit, 252 hour internship. I have completed all the required courses in the curriculum and am ready to participate in this capstone experience. I have researched your agency and find I really appreciate (list 3 things here). As I have completed my curriculum, I have developed the following skills (list 3 here). Thank you for taking the time to read this email. I will call you on Monday at 10 a.m. to follow up. Thank you!

After doing these things, if you still have questions on how to apply, please contact:

- ⇒ Stephanie Lutz, MS, CHES, 2060B LSB, stephanie_lutz@byu.edu,
- ⇒ To make an appointment, call 422-3386 and schedule w/secretary, M-Th, 9am-2pm
- ⇒ Before appointment, read entire internship manual and come prepared with a list of questions
- ⇒ (801) 422-1943 office, (801) 830-1605 cell/text, TA email publichealthinternships@gmail.com