

# Tips for Preparing a Strong Application



## IMPORTANT!

- Do research on the organization's mission, exhibition history, current and future programming
- Review: What are they looking for in an intern? How would you benefit from the experience?
- Make a checklist of everything you need (application materials, including résumé, cover letter, and professional references)
- Think about how your interests, skills, or previous experience align with the internship description

## Your Cover Letter should...

- Be clean, well-written, proofread
- Show your research about the institution
- Explain why you are a good match for the organization
- Connect elements from your personal story

## Your Résumé should...

- Be clean, proofread, and easy to read
- Be one page or commensurate with experience
- Include current education (top of page after your header)
- Include any relevant experience and transferable skills

**\*\*Look for resources at your Career Center and ask your peers and/or a mentor to proofread your materials!\*\***

## WHY INTERNSHIPS MATTER

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills. An internship gives you the opportunity to meet and work with professionals and experience new work environments.

## ***How can you get an internship without previous professional experience or no experience in the arts?***

Employers value skills developed through academic work, volunteer experiences, extracurricular experiences, or other experiences which demonstrate skills useful in work.

Not all of these skills are job type specific; some of these skills are general such as communication skills and analytical skills, and can transfer to different settings. And routine types of student jobs can demonstrate to employers that you have been a successful employee.

**Obtaining internships and is another great way to bridge this gap!**