

Tips for Preparing a Strong Internship Application



1 Why are internships important?

- An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest, with opportunities to meet and work with professionals, experience new work environments, explore career options, and learn new skills.
- 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.

2 In general:

- Make a checklist of everything you need (application materials listed in the job posting, including résumé, cover letter, and list of professional references).
- **Do research on the organization's mission, exhibition history, and current and future programming.**
- Review: What are they looking for in an intern? How would you benefit from the experience?
- Think about how your interests, skills, or previous experience align with the internship description.
- Format and sequence your application materials before you PDF! (1-page cover letter, 1-page résumé, delete blank pages, etc.).

3 Preparing your Cover letter:

- Prioritize addressing to a specific person to demonstrate research and personification.
- Know the difference between a cover letter and a personal statement, and do not narrate your résumé. A cover letter is an opportunity to make a case for why you want this internship position and the experience you are hoping to gain.
- **Show your research about the institution.** Explore the organization's website, their mission and current projects, explain why you are a good match, and connect elements from your personal story in your letter.
- Do your best to be concise and limit to one page, and address it to the individual who will be your supervisor.
- Ask a friend to proofread. Make sure the file name and any mentions in the letter match the organization you are applying to.

4 Preparing your Résumé:

- Should be one page or commensurate with experience.
- Include your current education at the top of the page and your address in Los Angeles. Including this information is helpful for us to verify your program eligibility.
- Add any work experience, not only arts-related! Arts experience is not required for this internship and most positions have transferable skills. All experience is valid!
- Should be clean, proofread, and easy to read. Do not over design, and **do not** include your photo.
- List your references with name, affiliation, and contact information, at the bottom of your résumé.

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