

Applying for Internships

Internship listings, much like regular job postings, will always include specific application instructions. Many times, you will be required to submit your application materials online. A résumé is usually required regardless of the position. Additionally, a cover letter, transcripts, writing sample, and other documents may also be required.

- Don't procrastinate! Start working on your application early
- Read the application instructions completely and carefully
- Use keywords noted in the job description when tailoring your cover letter and résumé
- Ask your references permission to list them and give them a heads-up that you applied
- Follow-up with the contact after you submit your materials
- Research the position prior to submitting your application
- Get your application in on time!
- Have someone proofread your materials

Résumés and Cover Letters

Resumes show an employer you can do the job - cover letters tell the employer you want the job. A résumé outlines your education and work experience and should be tailored to highlight your knowledge and skills related to the internship. Think of it as a summary of your past experiences that qualify you for a position.

As an intern, your employer will not expect you to know everything or have experience in every area, that's what the internship is for. However, it is important to show the hiring official that you are on the right track and that you have gained skills in other professional areas such as teamwork, time management, and customer service from past jobs and school projects. It is not enough to simply have your work information printed out on nice paper; a résumé must also be visually appealing to stand out among other applications. Take time to format and proof your résumé. [Review our Résumé Tips here.](#)

Online Applications

Application Tracking Systems (ATS) are designed to scan, rank and score résumé to determine if an applicant is a strong candidate for the position. The system bases its scoring on the presence of key terms within submitted documents. If an application scores high enough it is forwarded to the hiring official for their review. If not, the applicant is rejected without a human ever seeing the resume.

What about Interviews?

If your application is strong enough, you may be invited by phone or email by the recruiter to interview. If the position is outside of Missoula, you may be asked to do interview via phone or Skype. If needed, we can reserve a quiet room in our office for you to use during your interview. Sometimes companies may choose to pay for you to visit them on-site for the interview.