Strategies for finding an internship

Developing Contacts

1. Attend professional meetings; both interior design and in related fields. Introduce yourselves to professionals. Sit by them. Before leaving the meeting, ask if they know of any paid OR unpaid internship opportunities. If they don’t know of any, ask them if they might have a contact who may know!
2. Call and email relatives, friends and friends of your parents. Ask them if they can give you any contact names/addresses of those who may work in interior design or related fields. Be willing to stay with a relative out of state if need be.
3. Perform community service with a design firm.
4. Call previous CSU alum
5. Visit three firms as a “site visit.” Let the firm get to know you.
6. Ask to “job shadow ” a professional

Before calling or visiting a firm

1. Look up the firm’s website
2. Call a contact you may know in the firm. CSU alum are everywhere!
3. Review your resume; look for typos, design composition. Note: Do not call class assignments “design work” unless you were retained for that job
4. Gather your design skills portfolio
5. Perhaps make a skills “brochure” to leave with them

When calling the firm for a visit/interview

1. Have a series of questions prepared
2. Have your first and second sentence prepared if you feel you may be nervous
3. Ask who to speak to about your visit.
4. Write down contact information/names
5. Take copious notes to reference after the interview
6. Use your student chapter affiliations during the conversation

Think creatively about all possible firms/businesses related to the interior design profession. See list

Make a contact sheet
Before you call each firm, make a contact sheet and put the sheet in a binder. It is important to organize your materials because you will be speaking to many people and firms. You want to remember and reference the last conversation when you follow up. Contact information: name, address, email, phone, contact name, comments, dates of contact, etc.

Other Miscellaneous tips

Send an email to a contact and firm. In the email, indicate the nature of your contact and reference that you will contact them in three days to determine if there is a time to connect with them by phone or email. Then reference the email and materials when you call.

Use Business Language Always! Be enthusiastic!!

If need be, change your email address to look professional!
Avoid: Hotpants@colostate.edu.

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