



FLORIDA STATE UNIVERSITY PANAMA CITY COLLEGE OF APPLIED STUDIES

Helpful Hints

Work Ahead

The internship application process takes time, start early. Many agencies require paperwork, background checks, drug testing, fingerprinting, and more. We recommend you start the application process about six-eight weeks prior to the Capstone Application deadline.

Make Contact

First contact with a potential internship agency should be made by email or phone. Never use “text talk” in a professional setting. Write and speak in a respectful and skilled manner.

The Interview

If an Interview is set up, dress the part. This means slightly better than the agency employees dress on a given work day but don't overdo it. For example, if the agency wears jeans and a t-shirt, consider one step nicer with khakis and a collared shirt. Be early and bring at least two copies of your resume with you. Smile, give a firm hand shake and make eye contact with your interviewer. Consider sending a handwritten thank you note in the mail the day after the interview.

Resume Preparation

Select an easy to read font and use a simple standardized resume format. Make sure your contact information is accurate and if your email address is silly (1cooldude@email.com) you may consider changing it to something more professional (Jdoe@email.com). If you do not have any work experience list courses you have taken and any experience you have gained through school, volunteer activities and community service. Don't forget to make note of any certifications, achievements or awards you have received. Always be truthful.

Check Your Social Media

Employers today are checking potential employee's social media sites. Make sure you clean up your profiles and remove any questionable pictures and language.

Contact Information

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