

# Accounting Internship Recruiting Checklist

Plan  
Timing

- Decide if you are looking for a **for-credit or non-credit** internship
- Understand **when** to start looking for an internship

Search, Prepare & Apply

- Determine the **types of internships** you are seeking (tax, audit/assurance, advisory, corporate, governmental)
- Update your **resume**
- Have your resume **reviewed**
- Update your **Handshake profile**, including attaching updated resume and making it "Visible"
- Respond to any relevant **messages** from employers (Handshake, LinkedIn, email)
- Update your **LinkedIn profile**
- Research, identify, and **apply on Handshake to at least your top 10 companies before career fairs** (think about public, corporate, and governmental accounting)
- Set up **job alerts** on Handshake

Network

- Prepare for and attend **Meet the Accounting Firms** and Business Career Fair
- Apply to any **additional internships** based on career fairs
- Follow up** via email to employers from career fairs

Interview

- Prepare for and participate in **interviews**
- Follow up** via email with interviewers within 24-48 hours
- Attend any **pre- or post-interview office tours and socials**

Accept,  
Submit  
& Enroll

- Receive and accept an internship **offer**
- Submit** internship to Handshake and enroll in internship course (if applicable)