

- 1 Fill out a pre-screen questionnaire on the Honors College website (can be found at honors.gsu.edu/internships) and schedule an appointment with Fritz Kroncke by calling 404-413-5577.
- 2 Pick 5 internships (a maximum of 10) that interest you from the links below, Career Services, or the Study Abroad office. Consider your values, interests, and skills and connect these when selecting internships.
 - Career Services: career.gsu.edu/panther-career-net/
 - Study Abroad Office: mystudyabroad.gsu.edu/
 - Washington D.C. experiences:
 - washingtonprogram.ucdavis.edu/pdf/ClusterMajors.pdf
 - ucdc.edu/internships/finding-internship
 - cdfifund.gov
 - georgiainfo.galileo.usg.edu/gacongressdelegation.htm
- 3 Create or update your resume.
- 4 Write a personal statement describing yourself, how you would benefit from the internship and why you would be a good candidate.
- 5 Create a cover letter directed to the “Internship Coordinator.” Please write a brief cover letter including:
 - Your contact information (e-mail, phone)
 - The reasons for your interest in an internship, etc.
 - Potential dates you are available to begin and end your internship
 - Mention of your attached resume and personal statement
 - Writing samples and references are available upon request
- 6 Identify a faculty member or supervisor to write a letter of recommendation (no need to request the letter yet).
- 7 Narrow your internship choices to your top 2-4 and email the documents from steps 2, 3 and 4 to Fritz Kroncke at fritzcroncke@gsu.edu.
- 8 After all of your materials have been reviewed twice, email documents to Fritz Kroncke and request an appointment with Fritz and Dean Berman.
- 9 If the internship is abroad, register with our Study Abroad office at mystudyabroad.gsu.edu/.
- 10 Begin applying for internships. Good luck and we’re here to help!