Students who complete the Internship Preparation Program and related requirements are guaranteed placement in at least one internship or other experiential learning opportunity during their undergraduate career. The Internship Preparation Program is a combination of workshops and individual appointments hosted by the Office of Career Development and Placement Assistance.

The Internship Prep Program consists of:

**Group Sessions**
- Resumes and Cover Letters
- Networking and Social Media
- Searching and Applying
- Interviews and Research

**Individual Appointments**
- Resume and Cover Letter Reviews
- Search Support (for any location)
- Mock Interviews
- Networking etiquette

Don’t delay!
Let us help you get on track and set your personal timeline ASAP.

**How do I get started?**

**Attend a Session**
- Open FutureLinks at my.pitt.edu
- Select Events > Workshops
- RSVP for the session(s) you want to attend first

**Make an Appointment**
- Through FutureLinks:
  - Select “Request an appointment”
  - Set up a time with one of the Internship Team Members
- By Phone:
  - Call 412-383-4473

Contact the Internship Team
200 William Pitt Union
412-383-4473
intern@pitt.edu
www.internships.pitt.com
Walk-in hours:
Monday-Friday, 1-3 p.m.