



## Steps to Getting an Internship for Strome College of Business Students

Students should begin the process prior to the semester they want to intern.  
For example: If a student would like to intern in the spring semester, they must start the process in the fall.

### 1. Schedule an Appointment with the CDS Internship Coordinator to Review Prerequisite Requirements

\*Appointments are **mandatory** in order to determine each individual student's eligibility and must be done in person.

\*Use Calendly to schedule an appointment <https://calendly.com/stromecollegeof-business>

### 2. Create and/or Update Resume

\*Follow the guideline found here: <http://odu.edu/success/careers/tools/resume>

\*Step One Application Resumes are not accepted for internship purposes.

### 3. Have Resume Reviewed and Approved by CDS Resume Coordinator or CDS Career Coach

\*Email the CDS Career Coach [CareerCoach@odu.edu](mailto:CareerCoach@odu.edu)

4.

## Career Development Services