CASEBASIX

CHECKLIST #2: INTERNSHIP PREPARATION

# Classroom to Consulting Internship Checklist for Undergrads

Land the summer internship that starts your career

## 1 Get Ready

- [ ] Map internship deadlines for every target firm
- [ ] Join your campus consulting or case club and take one leadership role
- [ ] Write a one-page resume with quantified impact [Application Pack Checklist]
- [ ] Pick your target office and know why [Office Selection Checklist]

## 2 Get in front of the firm

- [ ] Book coffee chats with alumni before deadlines
- [ ] Attend firm info sessions and ask informed questions
- [ ] Ask for a referral once you have real rapport
- [ ] Submit every application before the deadline

## 3 Win the interview

- [ ] Prepare for online tests and games [Try here]
- [ ] Do mock cases every week [Check cases here]
- [ ] Build a story bank for fit questions [Download story bank table here]
- [ ] Confirm interview logistics the day before

## 4 Close it out

- [ ] Send thank-you notes after each round
- [ ] Accept in writing and confirm dates, office and pay

## 5 Next Step

- [ ] Review Undergrad Application Package (Resume/Cover Letter) Checklist [Click here]

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