

FROM THE VIDEO: BEFORE YOUR FIRST INTERNSHIP APPLICATION

First Internship Application Kit

The three things to check before you submit, plus the message to send after — none of which require pretending you have experience you do not have.

The application puts your name in the pile. A project and a real conversation give them something to remember. Work through the checklist, then send the message. Nothing here asks you to invent a title or a job you did not have.

1 Your resume names a project, not just classes

Open your resume. Find one line that is a thing you finished, not a course you took.

- If it is there: make sure it has a verb, a result, and a link or a number.
- If it is not there: you are not ready to submit yet. Pick one project and finish it first.
- Do not write "intern" for something that was not an internship. Write "project" and say what you did.

Classes show you attended. A project shows you finished something without being graded on it.

[Get the project starter](#)

joinskillbridge.com/resources/no-experience-project-starter.pdf — If this step stopped you, start there — it walks you through picking and finishing one project.

2 Your LinkedIn headline says what you are building toward

Not only your school name. Someone reading it should know what you are into in under three seconds.

- Weak: "Student at [High School]" — true, but it says nothing.
- Better: what you are building toward plus where you are. Example: "High school student building skills in marketing and analytics."
- Keep it honest. Do not claim a role, a company, or a title you do not hold.

[Get the resume starter](#)

joinskillbridge.com/resources/skillbridge-high-school-resume-starter.docx — An editable one-page template with the project section already laid out.

3 After you apply, find one person and ask a specific question

One person. One question. Not a referral request.

- Do not open by asking for a referral, a job, or an internship. That ends the conversation before it starts.
- Ask about their work. Example: "What skill mattered most when you started in this role?"
- Keep it to three or four lines. Say who you are, say you applied, ask the one question, stop.

| You are starting a conversation, not submitting a second application.

4 The follow-up

What to do with the answer, and when to let it go.

- If they reply: thank them, and say what you did with the answer. "I looked into the tool you mentioned and built X with it" is the strongest second message you can send.
- If they do not reply within a week: leave it. One message, no chasing. People are busy and it is not about you.
- Either way, write down the tool, skill, or problem they mentioned and go learn it.

Before you hit submit

- One project line on the resume, with a verb, a result, and a link or number.
- A LinkedIn headline that says what you are building toward.
- One person found, one specific question written and sent.
- Nothing on the application you could not explain out loud.

Last verified 2026-07-28. The example wording here is an example, not a script to paste. Put it in your own words before you send it.