HOW TO MAKE THE MOST OF YOUR INTERNSHIP

- Remember, networking during the internship starts at day one. In order for people to assist you with your career, they need to know who you are, what your career interest(s) is/are and what you are capable of doing.
- Demonstrate initiative – if there is a project you would like to work on, ask your supervisor if you could take on the additional responsibility.
- Build rapport and develop relationships with others within the organization.
  - Attend company meetings.
  - Prove yourself through the quality of work you deliver, your attitude, integrity and willingness to help.
  - Treat your supervisor as a client. Get a read on his/her style and act accordingly.
  - Support staff, security, mailroom staff – treat all levels of personnel with the same respect and professionalism.
- Build relationships with peers- these are future contacts, colleagues, professional networks.
- Be a team player. Your interaction with others is a key part of your success in the work environment.
- Find a mentor.
  - Choose carefully.
  - From whom can you learn the most?
  - Who is well respected in the company?
- Seek direction when in doubt. Clarify any ambiguity you may be facing in your work.
- Keep organized records of your work, track achievements and skills you are acquiring.
- Learn what other professionals do within the company/learn all sides of the business.
- Attend professional association meetings. Many employers belong to such organizations. Ask your supervisor if you could attend some association sponsored functions as they are an excellent resource for networking.
- Expand on your network list with names, titles, addresses, phone numbers, email addresses.
- Schedule an appointment to meet with a Career Advisor during the summer to talk about your internship, discuss any questions/issues you might be facing.
- Towards the end of the internship:
  - Secure references.
  - Inquire about full-time opportunities and/or networking contacts.
  - Maintain your connections and continue to develop relationships.
- Send a thank you letter to your supervisor upon completion of your internship. (see sample thank you letter on next page)

(Created by NACE)
Dear (Supervisor’s Name),

I would like to thank you for providing me with an invaluable learning experience during my time at (Company Name) as an (Intern Title). It has been a pleasure to work with the staff, and I have gained much practical knowledge about the (Industry and/or Business Area Name). I particularly enjoyed (provide an example of a skill you gained or an experience you went through that is of significant value to you or one that you found most useful).

Training a new intern was a lot of work for you. Thank you for your time and patience during this internship. I appreciate the fact that you afforded me the opportunity to take on significant responsibility, which provided me with a depth of knowledge I would not have gained in the classroom alone.

Enclosed is a copy of my updated resume, which includes my internship experience at (Company Name). Any suggestions you might have about my resume or people in the field I could contact about full-time employment would be very welcome.

Thank you, again, for helping to make my internship a rewarding experience. I hope to keep in touch with you and the rest of the staff.

Sincerely,

(Sign your name)

(Type your name)

Enclosure