

MAKE THE MOST OF YOUR INTERNSHIP



Initiative

- Set and communicate goals
- Ask thoughtful questions
- Actively listen and take notes
- Utilize resources before requesting help
- Offer ideas and provide input
- Share career aspirations with others



Growth

- Request and implement feedback
- Participate in trainings
- Gather reading suggestions
- Keep a journal of your learning
- Say yes to invitations outside of your comfort zone



Attitude

- Be enthusiastic and positive
- Offer to take on tasks
- Demonstrate curiosity
- Learn from mistakes
- Write thank-you notes



Professionalism

- Dress to impress
- Be punctual
- Determine office norms and follow them
- Keep busy with work-related tasks
- Review work before submitting it
- Manage time and meet deadlines
- Elevate concerns promptly
- Adjust outside of work activities/behaviors



Relationships

- Build relationships with people at all levels
- Shadow colleagues in other departments
- Schedule time with colleagues to learn more about their backgrounds and roles as well as hear their guidance
- Seek out at least one mentor and request to meet regularly



Percentage of eligible interns who received offers for full-time positions

*2024 Internship & CO-OP Survey Report
National Association of Colleges and Employers