



INTERNSHIP TIPS & TRICKS

TIPS FOR OBTAINING AN INTERNSHIP

- Try to make yourself stand out. Put on your resume/application information you've learned or are LOOKING to learn. Put what you're looking to get out of the internship. Put something that they wouldn't know about you from looking at your resume/application. Be personable.
- Use more powerful words when describing yourself. Instead of using adjectives like "creative, productive, team player, and smart.", try using "innovative, enterprising, harmonious, & skillful."
- Networking is a great way to make connections and build relationships. If you're interested in a specific company for interning, try reaching out to one of the members of their team (most likely human resources), telling a little bit about yourself, why you're interested in the company, and then asking if they offer any internship opportunities.

TIPS FOR NEW INTERNS

- An internship is a change to get experience in the industry, you may realize that it is exactly what you want to do for a living, or you may realize you want to dive into a different industry or line of work. Both are completely okay.
- Ask questions. Be outgoing. You're there to learn.
- Don't feel intimidated if you don't understand something. A lot of material you learn on the job.
- Make sure to show up to your first day with a laptop, or make sure you have access to one, a writing utensil & notebook, and an enthusiasm to learn. You can also email your company ahead of time to ask about any additional materials you should bring to ensure you're fully prepared.
- Create a portfolio that outlines all of the work you've completed throughout your internship; this is a great showcase for jobs to look at after you graduate and helps to build your resume.