Making the Most of Your Internship

presented by
Career Focus Fridays
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Presentation Outline

• Part I: BEFORE the Internship

• Part II: DURING the Internship

• Part III: AFTER the Internship
I: BEFORE the Internship

What are some things you can do before the internship to set yourself up for success?

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER
Contact the Hiring Manager

• Find out your project topic(s)

• Research them!
Network

- Talk to 2\textsuperscript{nd} Years who worked there last year.
- Contact alumni who work there.

\textbf{OUTLINE}

Part I: \textit{BEFORE}

Part II: \textit{DURING}

Part III: \textit{AFTER}

Image Source: masstor.com
Set Your Own Goals

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: attorneymarketing.com

Image Source: squidoo.com
II: DURING the Internship

What are some things you can do to be successful?

• Work in pairs to create a list
• Share with the group
Show up on time!

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image source: broadwayourway.blogspot.com
Ask about Dress Code & Err More Formal

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: thenewprofessionalblog.com
Learn Fast: Ask Questions

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: guidance.fidelity.com

Image Source: autoprofessionals.com.au
Set Goals and Deadlines with Supervisor

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER
Initiate! Offer new projects, volunteer

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

And know your limits!

Image Source: mommymogo.wordpress.com

Image Source: hangartheatre.org
Do A Gap Analysis

- Ask, what industry skills am I missing?
- Make a plan to get them!

OUTLINE

Part I: BEFORE
Part II: DURING
Part III: AFTER
Grow in Industry Knowledge

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER
Get a Mentor & Role Models

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: usfbap.org

Image Source: osakabentures.com
Establish Internal Visibility

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Have something to say!

Image Source: jontusmedia.com

Image Source: theregionalinternshipcenter.org
Network with Alumni

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: blogtalkradio.com

Image Source: alumniconnexions.com
Participate in Conferences and Social Events

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: halogensoftware.com

Image Source: protivitrekruting.blogspot.com

Image Source: istryategyconference.com
Request Feedback

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: mondayramble.com

Image Source: mafaa.org
Record Your Accomplishments

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: hr.gov.nt.ca

Image Source: chefmom.sheknows.com

Image Source: indiana.edu
Request LinkedIn Recommendations

OUTLINE

Part I:
BEFORE

Part II:
DURING

Part III:
AFTER

Image Source: overstockads.com

Image Source: careerealism.com
Things to Avoid @ Work

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

What are some things best avoided while on company time?
Gossip & Office Politics

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: blog.taigacompany.com

Image Source: 123rf.com
Long Lunches & Breaks

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: online.wsj.com

Image Source: alexiachamberlynn.blogspot.com
Social and Dating Websites

**OUTLINE**

Part I: *BEFORE*

Part II: *DURING*

Part III: *AFTER*

Image Source: vodahost.com

Image Source: prosandconsofonlinedating.com
III: AFTER the Internship

What are some things you could do to stretch the positive impact of your summer investment?
Send Thank-You Notes

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: giftsin24.com
Send customized LinkedIn invites

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: arianegriffiths.com
Update Your Resume

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: freenetsupport.com
Share Your Story

OUTLINE

Part I: BEFORE

Part II: DURING

Part III: AFTER

Image Source: seansturm.wordpress.com
QUESTIONS?

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Enjoy the summer!

Image Source: jdrfdallas.wordpress.com