

Your Internship: Tips for Success



Your internship is a chance to build skills, gain experience and show employers what you can do.

Take Initiative

Don't wait to be asked to help. Look for ways to contribute, volunteer for tasks and take on new responsibilities when you can. Some tasks may not be exciting, but every task is an opportunity to learn and show that you're a team player.

Observe and Adapt

Pay attention to how people communicate and work together. Notice workplace norms, including how and when people use email, chat, meetings and face-to-face conversations. When appropriate, ask a quick question in person instead of sending a long message.

Meet Deadlines and Do Your Best Work

Manage your time so you can complete assignments before the deadline when possible. Leave time to review your work and make changes based on feedback. If you're going to miss a deadline, communicate with your supervisor as soon as possible.

Ask Questions

Questions are part of learning. Before asking, try to find the answer yourself using available resources. When you do need help, ask specific questions and take notes so you can apply what you learn.

Stay Focused

Limit personal phone use during work hours and follow your employer's policies for phones, social media and personal calls. Stay focused on the work you're being paid to do.

Get to Know Your Co-Workers

Build relationships with the people you work with. Ask about their careers, experiences and advice. You can learn a lot from the people around you.

Build Your Network

An internship is a great opportunity to make professional connections. Share your career interests, ask for advice and stay in touch with people you meet. A strong professional relationship can lead to future opportunities.

Be Dependable

Show up on time, follow through on commitments and communicate clearly. Be willing to learn, accept feedback and adjust when needed. These simple habits can make a lasting impression.

Show Appreciation

When someone helps you, takes time to mentor you or gives you valuable advice, say thank you. A short, thoughtful message can help strengthen professional relationships.



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Email Tips for the Workplace

Your workplace emails should be clear, professional and easy to understand.



DO

- Use a professional greeting. Try “Good morning, Jordan,” or “Hi Jordan.”
- Get to the point. Keep messages concise and use bullet points when they make information easier to scan.
- Proofread. Check the recipient, spelling, grammar, attachments and links before sending.
- Use a clear subject line. Make it easy for the recipient to understand what your email is about.
- Think before you CC. Include only people who need the information.
- Use Reply All thoughtfully. Ask yourself who actually needs to receive your response.
- Choose the right communication method. Some questions are better handled in person, by phone or through your workplace’s messaging system.

DON'T

- Use texting language. Avoid shortcuts such as “thx,” “lol,” “u” or “c u later.”
- Overuse exclamation points or ALL CAPS. They can make your message seem overly emotional or like you’re yelling.
- Send sensitive or inappropriate information by email. Assume workplace communications may be saved, forwarded or reviewed later.
- Send unnecessary one-word replies. Instead of replying “OK” or “Thanks” when no response is needed, consider whether you need to reply at all.

When in doubt, follow your workplace’s communication policies and observe how your colleagues communicate.



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