

EMPLOYABILITY SKILLS AND KNOWLEDGE

MODULE 3



PRE EMPLOYMENT INTERNSHIP DO'S AND DON'TS

The value of one or more internships to college students cannot be overstated. Internships have simply become a must for all college students. Internships help you better understand your field, help cement (or at times change) your career goals, and give you the experience employers demand -- even of college graduates.

What follows are the key rules that you need to understand to make the most of any and all internships.

- . **Do** try to obtain at least one internship during your college years. And do try to get multiple internships.
- . **Do** set specific goals for yourself in each internship. Know what you want to accomplish with each internship.
- . **Don't** expect all internships to be paid. We wish they all were, but many are not. And do at least consider accepting both paid and nonpaid internships; some of the best internships may not be paid.
- . **Do** expect to be treated professionally. And do act professionally at all times.
- . **Don't** expect internships to just be handed to you; internships must be earned, as with any job.
- . **Do** utilize your network of family and friends to the fullest to get leads on internships.
- . **Don't** pass up opportunities to have experiences beyond the regular scope of the internship that lead to chances to learn more about the company or industry.
- . **Do** get as much exposure throughout the internship organization as possible.

- . **Don't** be afraid to ask questions. And do be open to learning new skills and methodologies.
- . **Do** find a mentor within the organization, whether it's your internship supervisor or some other manager.
- . **Do** make sure you leave your internship with new skills, a better understanding of your field, and tangible accomplishments.
- . **Do** take advantage of job and career fairs to scout possible internship opportunities.
- . **Don't** forget to take advantage of the placement services office at your college -- they typically have leads to numerous internship opportunities.
- . **Do** be sure you have a dynamic cover letter, a superior resume, and polished interviewing techniques.
- . **Do** send thank you letters to all people who interview you -- and all the people who helped you find an internship.
- . **Don't** ever give up in your internship quest. And do exhaust all possible internship leads.
- . **Do** enjoy your internship -- even when you are doing the inevitable grunt work many interns do as part of "paying your dues."
- . **Don't** burn any bridges -- even if your internship was not the best.
- . **Do** keep in touch with key co-workers from your internships -- and do cultivate them to become part of your network.
- .
- .