



Internship Jitters?

21 Quick Tips to Transform Nervous Energy into Success!

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You've landed that coveted internship – congrats! But let's be real, diving in can feel like jumping into the deep end. Will you impress your boss? Learn cool stuff? And what about potential job offers?

Relax! Here's how to turn those jitters into triumphs. Internships are vital career steppingstones, bridging theory learned in classrooms with practical professional skills. They offer valuable hands-on experience, a chance to explore your chosen field, and opportunities to build a professional network. Follow these tips to transform your internship into a launchpad for future success!

Before you Start

- 1. Celebrate and Express Gratitude:** Before delving into your new role, take a moment to celebrate your success and thank those who supported you – professors, career advisors, or anyone who provided guidance. A simple email or handwritten note expressing gratitude can strengthen relationships and encourage future support.
- 2. Company Research:** Familiarize yourself with the company's mission, values, and current projects. This demonstrates initiative and helps you understand your role's significance.
- 3. Reading Material:** Ask for reading materials relevant to your internship from your supervisor or HR contact. This could include industry reports or competitor analysis.
- 4. Follow the Company:** Follow the company you're interning with on LinkedIn and other social media. This allows you to stay updated on company news, announcements, and even potential future job openings. If they share an article about a new eco-friendly packaging solution; you could:
 - Like the article to show you found it interesting.
 - Leave a Comment: Briefly share your thoughts on the article or ask a relevant question. This demonstrates your knowledge of the industry and your interest in sustainability.
 - Share the article with your network (if it's relevant to your connections). This positions you as someone informed about industry trends.
- 5. LinkedIn Etiquette:** Seek employer permission before posting about your internship on LinkedIn to respect confidentiality and company policies. Your employer might even offer suggestions to enhance your post.

Starting your internship

6. Clarify Expectations: Discuss with your supervisor to understand your role, responsibilities, and learning objectives. Ask your supervisor about the types of projects you'll be working on and if there are any specific procedures, software programs, etc. you should become familiar with beforehand. This ensures alignment from the start.

7. Set Learning Goals: Discuss with your supervisor the skills most valued in your field to tailor your internship experience accordingly.

Making a Good Impression

8. Dress Professionally: Look sharp and maintain a positive attitude to convey readiness and professionalism. Dress code varies by workplace, but generally, neat, clean clothes that are appropriate for the industry are a safe bet.

9. Stay Organized: Keep your workspace and schedule tidy to manage time effectively and avoid last-minute stress. Use a planner, project management app or spreadsheet to keep track of deadlines and upcoming tasks.

10. Stay Proactive: Avoid watching the clock; instead, seek extra tasks to demonstrate eagerness and contribution.

11. Effective Communication: Be clear, listen actively, proofread meticulously, and adapt your communication style to your audience.

12. Take Clear Notes: Stay on top of information by taking concise notes during meetings or important discussions. Capture key details like deadlines, action items, and decisions made. This will help you ensure you're on the same page as your colleagues.

13. Confirm Understanding: Repeat back instructions and ask questions to ensure clarity and avoid misunderstandings.

14. Observe and Learn: Pay attention to experienced colleagues to learn tricks of the trade and incorporate them into your work. Notice how emails are structured and colleagues deliver presentations so you can incorporate these skills into your work.

Building Relationships

15. Network Widely: Introduce yourself to everyone in your department, not just your supervisor. Building relationships opens doors and fosters collaboration. You never know, they may be able to give you insights into how your work interacts with theirs.

16. Connect on LinkedIn: Once you've met someone new at work, send them a connection request on LinkedIn. This helps you stay connected and can be a valuable resource in the future.

17. Express Gratitude: Thank your colleagues at the end of your internship with a heartfelt note or email.

Maximizing Your Learning

18. Lead by Example: Take initiative by asking smart questions and suggesting solutions to steer projects in the right direction. Don't just wait for instructions. Research current trends and propose ideas to your supervisor.

19. Seek Feedback: Regularly ask for feedback to track your progress and areas for improvement.

20. Request a Recommendation Letter: Network with your supervisor and politely request a strong recommendation letter towards the end of your internship. Mention specific contributions and your strong work ethic to jog their memory.

21. Reflect: Take time to reflect on your internship experiences, noting what worked well and areas for growth. Write down three things you learned and two areas where you'd like to improve. This self-awareness will benefit your future career endeavors.

By following these steps, you can navigate your internship with confidence and turn it into a valuable learning experience.



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