

How to Make a Good Impression at Your Internship

- 1. DRESS TO IMPRESS** - As an intern you represent the company, so you need to dress the part. Ask your supervisor if there is a formal dress code. If there isn't, look around. If the employees dress in a casual manner then it's probably ok if you do, too, but always look neat and presentable.
- 2. CELL PHONE ETIQUETTE** - Give your internship 100 percent of your focus. Put your phone on silent and keep it out of sight. This will help curb bad habits like texting on company time or checking social media accounts. If you are expecting a personal call, be sure to ask your supervisor for permission to step away beforehand and excuse yourself from the workspace to take the call to avoid distracting others.
- 3. TAKE EACH TASK SERIOUSLY** - Think of interning as an audition for a full-time job. Follow through with each assignment, paying close attention to details. A little extra effort will be noticed! Taking a detailed message with a call back number or following up on theatre tickets sent to a client will set you apart from other interns. Try to solve problems on your own best of your ability first, but know when to ask for help. This will prove that you are reliable and an asset to the company, which could also lead to glowing recommendations!
- 4. HAVE A POSITIVE ATTITUDE** - Interns are typically tasked with answering phones and other less-than-glamorous clerical work, but the best interns know that no task is too small. Having an upbeat attitude towards undesirable responsibilities will demonstrate to your supervisor and other employees that you are a team player. Even if the internship is not what you hoped for, never bad mouth the company. The communications industry is small and word travels fast
- 5. TIME MANAGEMENT** - Be at the office on time, if not early. Prioritize your responsibilities to meet deadlines. Coworkers are counting on you to complete an assignment.
- 6. DOWNTIME** - There may be lulls during the day, but keep busy around the office! Ask if anyone has tasks you can help with or lend a hand to another intern to help finish a project. If there is absolutely nothing to do, read up on industry news or take the time to build your LinkedIn profile and connect with others. Never sit around looking bored or uninterested and resist the temptation to pull out your phone.
- 7. TAKE ADVANTAGE OF NETWORKING** - Make the most of your time at the company. Request quick, in-office meetings with employees or invite someone you're interested in networking with to join you for coffee.
- 8. TAKING TIME OFF** - Internship programs are usually about 10 weeks in length and by accepting the position you are making a commitment to be there every day. If you have a planned family summer vacation or another commitment, talk to your supervisor as soon as possible. Arranging for another intern to cover for you while you're away will show initiative and that you understand the impact of your absence.