

SUCCESSFUL INTERNSHIP CHECKLIST

Internships provide fantastic learning and networking opportunities, so you want to make sure you make the most of them! Use this checklist to make sure you're doing what you can.

During Your Internship

Make a good first impression by being personable yet professional to everyone, dressing appropriately, arriving early, and willingly accepting assignments.



Add your new position to your LinkedIn Profile to let others know what you're up to.

Build your professional network by making a point to meet as many people as you can from inside the company (all positions and levels and from different branches/locations) as well as customers and suppliers.



Capture your network by connecting with those additions to your network in LinkedIn so you have a way to stay in touch throughout your career, even as your contacts change jobs.

Conduct informational interviews with others within the company you're working at to learn about a variety of career options from the inside (take advantage of the chance for face time with people you otherwise might not be able to meet.)

Ask for letters of recommendation from 2-3 people you've worked with...you never know when you might be able to use the letter (or excerpts from it).

Collect samples of your work (after getting proper permission) to include in your paper or online portfolio. Real-world examples of what you've actually done can set you apart from other job seekers.

After Your Internship

Reflect on your internship to evaluate how well you accomplished your goals and to assess what you learned (see the Internship Evaluation Worksheet, another of the Career Guides in this stage).

Send thank-you notes to your supervisor and others who made a real effort to help you throughout your internship. Saying thank-you is always appropriate...but it is rarely said enough.



Update your LinkedIn Profile so it includes the final date of your internship and samples of your work (as long as you have approval to post these). This is also a good time to add any new skills you've developed during your internship.



Ask for LinkedIn endorsements and/or recommendations from your supervisor and several coworkers.



Update your resume to include your internship (make sure you capture the correct dates, company name, and spend some time documenting your accomplishments).