



# WHAT INTERNS CAN DO TO MAKE THE MOST OF AN INTERNSHIP?

*Shirley*



For most of the fresh graduates or final-year university students, an internship is essential for future full-time employment.

Without a professional internship, full-time job or even entry-level job position are unreachable.

A good internship can help us to plan a clear career path, expand business networks, and be comfortable and confident in a professional working environment.

However, you won't get all of those benefits if you are counting down the days until the internship is over.

**So, what could we do to  
maximize the benefit of an internship?**



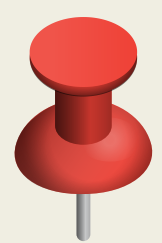


# TIP 1

## "Attitude"

Attitude matters. As an intern, if we had some industry knowledge or if we somehow accumulated some experiences, that's good. But most people might not have it. That's why a great attitude matter.

It's fine if we lack of experience, short of professional knowledge, or even make some mistakes, as long as we have a positive mindset, we are eager to learn, and we could fix the mistakes and move forward. Everything we went through is part of the learning curve. The key is to have a positive attitude and commit to our job.

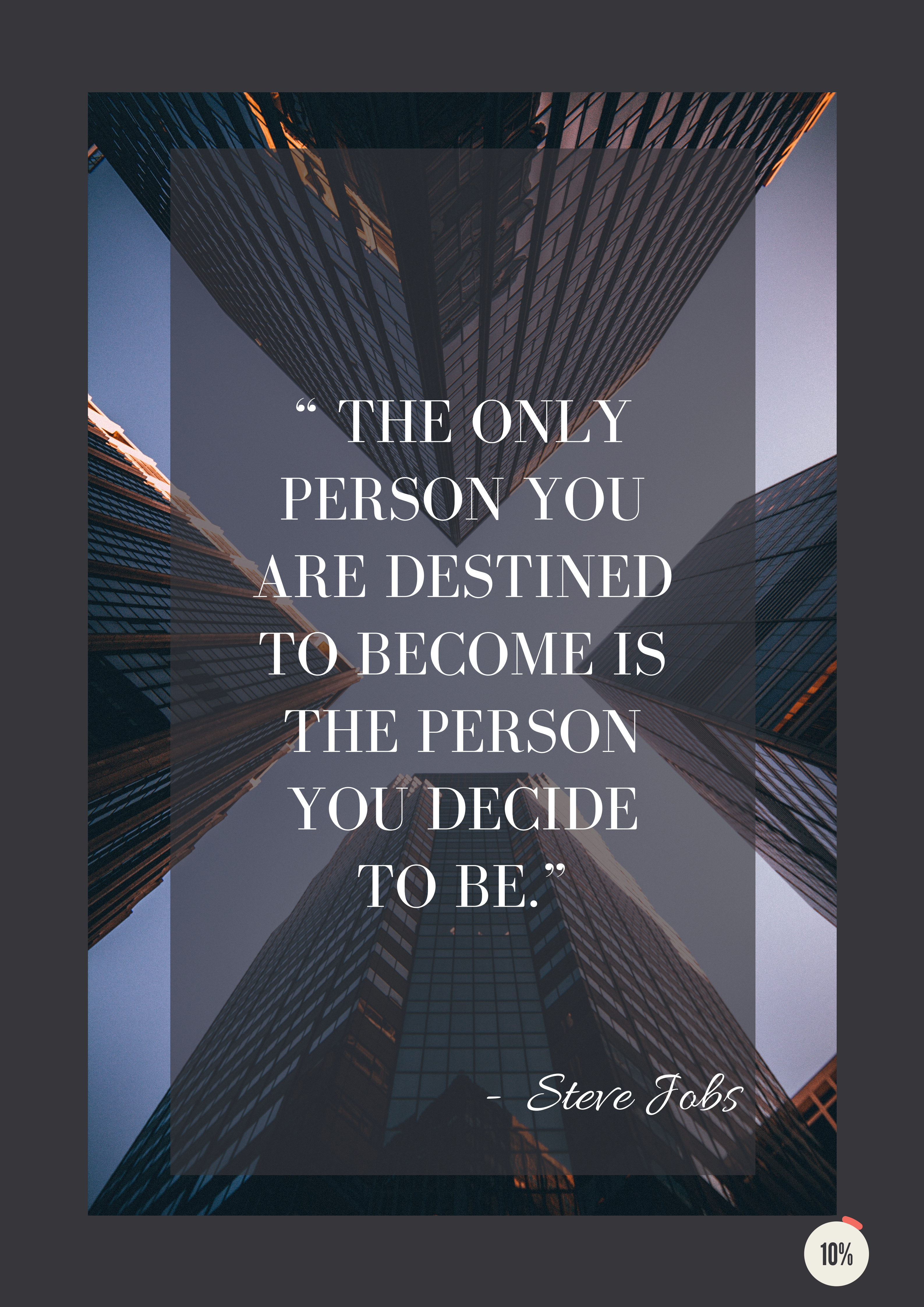


### TIPS FOR INTERNSHIP SUCCESS

Clarify the expectations about your internship. It is important to discuss the responsibilities and your prospects with your employer and have both sides agree upon them.





A low-angle, upward-looking photograph of several modern skyscrapers with glass facades, creating a sense of height and architectural grandeur. The sky is a clear, pale blue. A semi-transparent dark grey rectangular box is centered over the image, serving as a background for the text.

“ THE ONLY  
PERSON YOU  
ARE DESTINED  
TO BECOME IS  
THE PERSON  
YOU DECIDE  
TO BE.”

- *Steve Jobs*

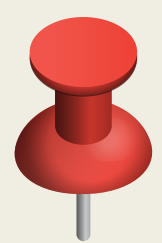


# TIP 2

## "Meet the commitment & Take challenges"

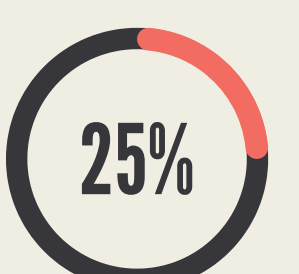
Just like most things in our life, there are definitely things that we wish to learn or things we don't really into. Same as our internship, there are some simple jobs or several challenged hard tasks. I think we should do it no matter it is simple or hard, big or small, and preferred or dislike. The reason is that's a part of our commitment to the job.

You never know what will happen, the ordinary things today could give you great insights in the future and the challengeable jobs might enhance our personal value. So, we have to be grateful for the challenges and be patience for the tedious tasks.

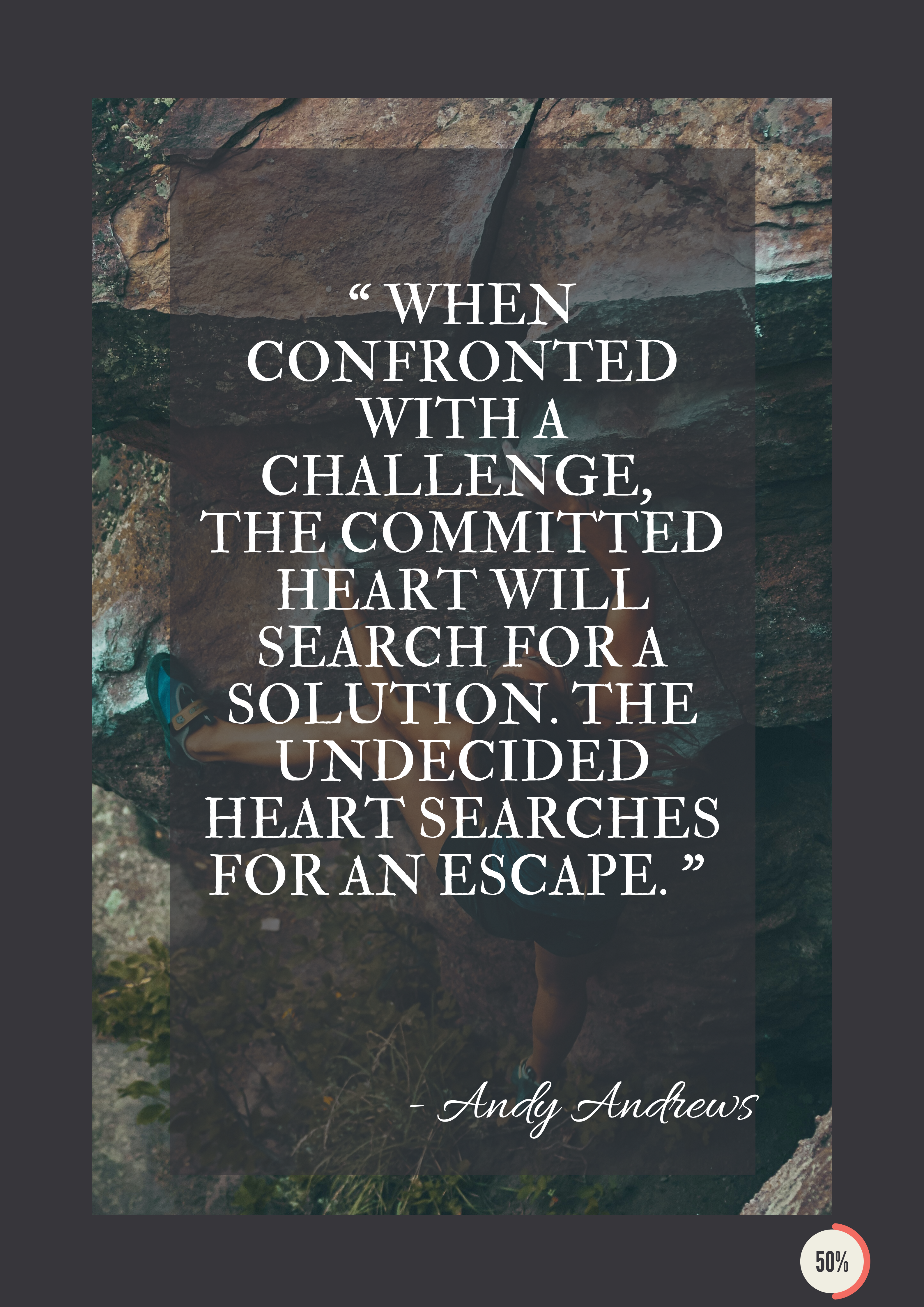


### TIPS FOR INTERNSHIP SUCCESS

Make sure you are easy to work with. Accept tasks without complaint, ask for more work when the job at hand is completed, and produce good quality work.





A person is seen from behind, climbing a dark, textured rock face. They are wearing a blue shirt, dark shorts, and blue sneakers. The person's arms are extended upwards, and their legs are positioned to pull themselves up. The background is a dark, overcast sky. The overall mood is one of challenge and perseverance.

“ WHEN  
CONFRONTED  
WITH A  
CHALLENGE,  
THE COMMITTED  
HEART WILL  
SEARCH FOR A  
SOLUTION. THE  
UNDECIDED  
HEART SEARCHES  
FOR AN ESCAPE. ”

- *Andy Andrews*

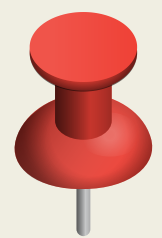


# TIP 3

## "Be autonomous & proactive"

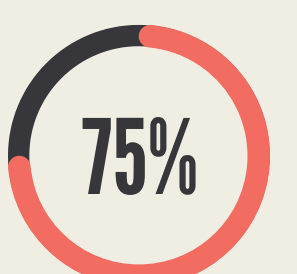
Internship supervisors might arrange some jobs for us to do. We have to do it as it's a part of our commitment. Beyond that, we could also have a chat with our supervisor about our thoughts and opinions.

The reason is simple, employers like staff to bring something extra to their business even at the intern level. If we have new ideas or can see a way for the company to improve, it's a bonus for your internship.

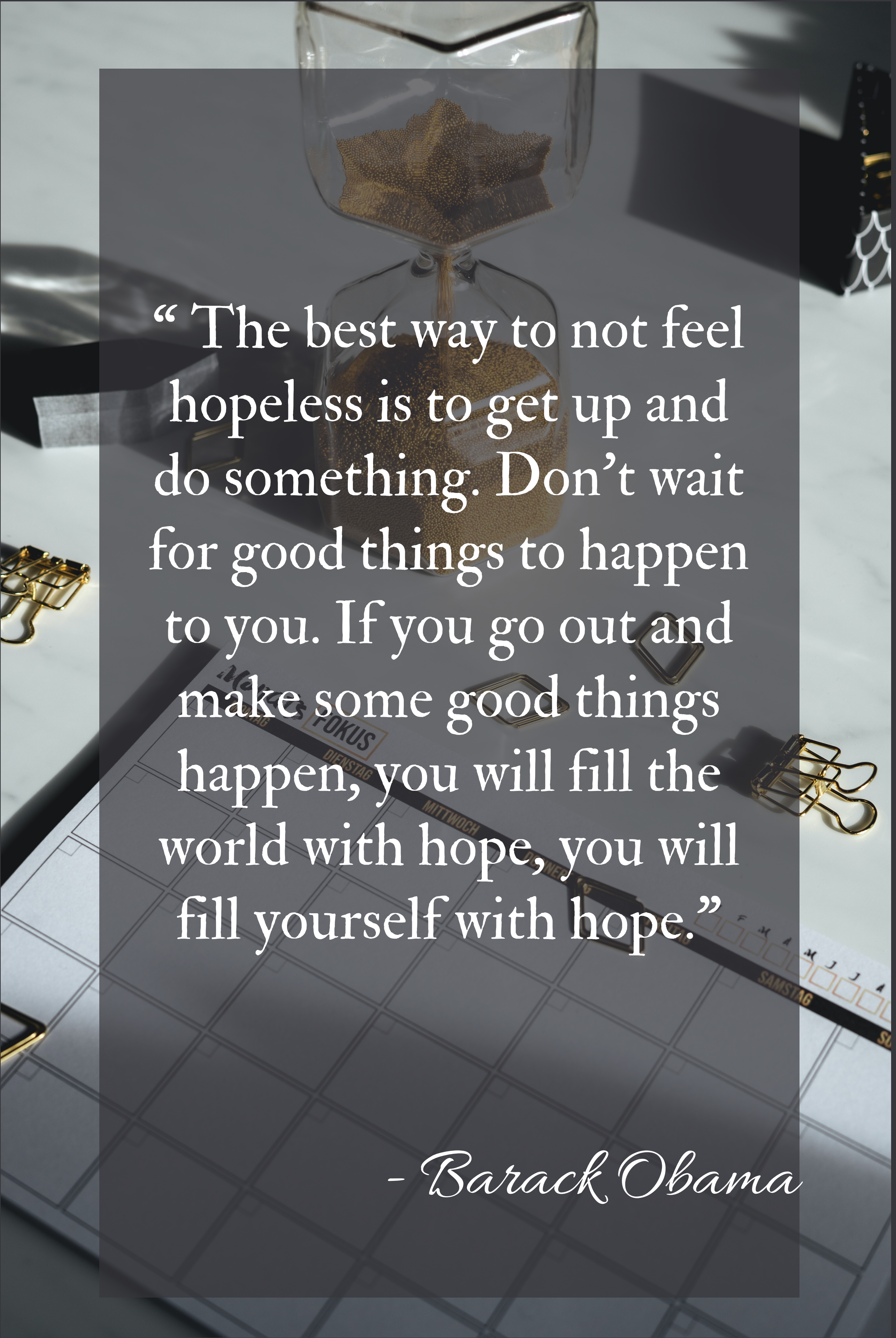


### TIPS FOR INTERNSHIP SUCCESS

Don't be overeager. Don't ask for a permanent position after the first week and don't do your jobs based on an ulterior networking motive. Be earnest and steady, utilize your knowledge and skills to best perform on the jobs, not other aspects.





An hourglass with gold sand is the central focus, resting on a desk. The sand is shaped into a star in the top bulb. In the background, a calendar is visible with days of the week in German: 'Dienstag', 'Mittwoch', 'Donnerstag', 'Freitag', 'Samstag', and 'Sonntag'. Several gold paper clips are scattered around the hourglass and calendar.

“The best way to not feel hopeless is to get up and do something. Don’t wait for good things to happen to you. If you go out and make some good things happen, you will fill the world with hope, you will fill yourself with hope.”

*- Barack Obama*

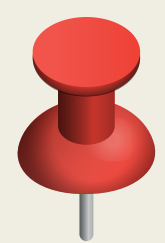


# TIP 4

## "Increase effectiveness by Taking notes"

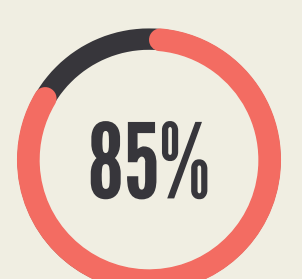
Taking notes are important to boost our effectiveness. Personality speaking, it seems like taking notes are the most effective way to record things on any occasion.

We could write down the key ideas of a meeting, the inspirations that suddenly came into our mind, or the things that the manager asked us to do, etc. Especially some of the conferences might mention a lot of information, and even we listened to it carefully, but we still forget things afterwards. Thus, take notes would help us to increase our effectiveness and hence be professional.

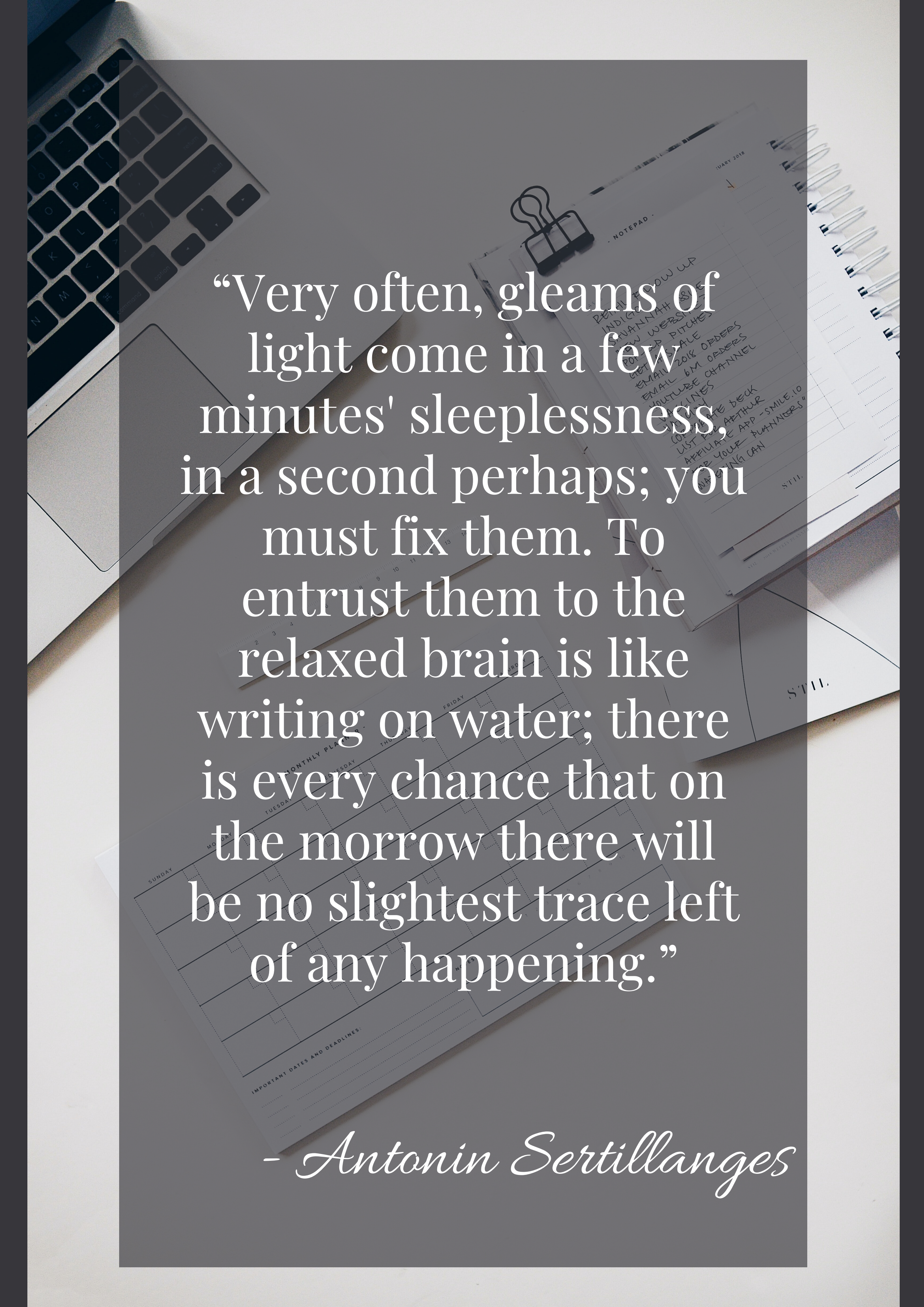


### TIPS FOR INTERNSHIP SUCCESS

Focus on both written and verbal communication skills. Proofread of the written work precisely. No matter we are communicating with our superiors or coworkers, be respectful, tactful, and use professional language at all times.





A desk setup featuring a laptop on the left, a notepad with a paperclip in the center, and a calendar on the right. The notepad has handwritten notes including 'REVIEW FOLLOW UP', 'INDICATE FOLLOW UP', 'SHANNANAH', 'NEW WEBSITES', 'PITCHES', 'GET 2018 SALE', 'EMAIL 2018 ORDERS', 'EMAIL 6M ORDERS', 'YOUTUBE CHANNEL', 'CHECK THE BECK', 'LIST FOR ARTHUR', 'AFFILIATE APP - SMILE.IO', 'FOR YOUR PLANNERS', and 'WHAT YOU CAN'. The calendar shows the days of the week and dates.

“Very often, gleams of light come in a few minutes' sleeplessness, in a second perhaps; you must fix them. To entrust them to the relaxed brain is like writing on water; there is every chance that on the morrow there will be no slightest trace left of any happening.”

- *Antonin Sertillanges*

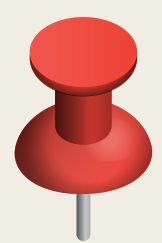


# TIP 5

## "Always Ask & Learn from your mentor"

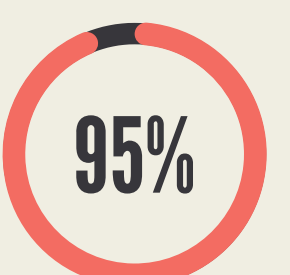
If something is uncertain, just ask. Internship supervisors normally have many years of experiences, they can guide us through the internship and be a bridge to professional networks.

They won't give us a complete roadmap to success, but we could request for their guidance and receive trustworthy feedback. Meet regularly with supervisor to ensure both of your expectations are being met. This is a great way to keep on track of the current jobs and further enhance our performances on future tasks.



### TIPS FOR INTERNSHIP SUCCESS

Listen carefully to the instructions and ask for clarification if you are uncertain about anything. It is necessary to be able to work within a team and be respectful of inputs from other team members.







*“One of the  
greatest values of  
mentors is the  
ability to see ahead  
what others cannot  
see and to help  
them navigate a  
course to their  
destination.”*

*- John C. Maxwell*