

Internship Do's And Don'ts

Applying For An Internship

Applying for internship requires a lot of thought, organization, time management, and patience. There are number of decisive factors that need to be considered. Some of them are listed below:

I. The Time Element:

The first and most important element to be considered when applying for an internship is the time element. You should plan your internship well in advance of your graduation date. This will enable you to complete the application process well before the deadline.

II. The Place:

Consider the options available and then decide on where you want to go for your internship. You must consider convenience and the objective of the venue.

III. The Application:

Once you decide where to apply for the internship, you need to provide the authorities with at least 2 letters of recommendation. Some programs even specify the requirement for a third, from a former employer, friend or professor. Check on the specific requirements of the concerned authorities.

IV. The Interview:

Before being called by the program, you could call and request an interview. The internship faculty is always impressed with such an initiative. Try and document the possible questions that could be asked by the interviewing faculty. Be sincere and honest when you answer. You don't need to furnish answers that are designed to please the interviewers.

V. Summary:

Remember that the procedures involved may vary from one program another and similarly from one faculty to another. Treat each interview in a different way.

VI. Acceptance:

Once you have received an acceptance letter from an institution, let them know as soon as possible if you accept or not. It pays to inform them if you are turning down the internship rejection.

VII. Non-acceptance:

Due to the number of students applying and the large number of programs available, you may be picked as an alternate at more than one place. You should be mentally prepared to handle acceptance or rejection.

- Try to get at least one internship per year.
- Set specific goals for yourself and work towards achieving them.
- Do not expect all internships to be paid. Consider accepting both paid and non-paid internships.
- Be professional and ensure that you are treated the same way.
- Be aware that an internship has to be earned.
- Use your contacts to get leads on internships.
- Try and arrange regular meetings with the internship supervisor.
- Try to know more about the companies, beyond the regular scope of the internship.
- Never be sacred of asking questions. Be open to learning additional new skills.
- Find yourself a mentor within the organization.

- Attend various career seminars and fairs to learn about internship opportunities.
- Be sure that you create a dynamic cover letter, an impressive resume and polish your interview skills.
- Keep in touch with co-workers from the internship. The network of contacts ensures help and assistance whenever required.

Internships have become a necessity for college students, by exposing them to a number of opportunities at an early stage.

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