

Dos and Don'ts for Internships

DOs	DON'Ts
<ul style="list-style-type: none"> • Do set specific goals for yourself and for each of your internship. Know what you want to accomplish with each internship • Do take advantage of job and career fairs to scout possible internship opportunities • Do try and obtain multiple internships • Do expect to be treated professionally. And do act professionally at all times • Do utilize your network of family and friends to the fullest to get leads on internships • Do try and schedule regular meetings with your internship supervisor • Do get as much exposure throughout the internship organization as possible • Do find a mentor within the organization, whether it's your internship supervisor or some other manager • Do make sure you leave your internship with new skills, a better understanding of your field, and tangible accomplishments • Do get as much exposure in the organization as possible. Find your role and claim ownership of your projects. This will bring recognition to your work ethics and value. • Do be sure you have a dynamic cover letter, a superior resume, and 	<ul style="list-style-type: none"> • Do not think of any tasks as menial even if it is - keep the attitude at home! • Do not make tall claims about your competencies. The fact that you are an IBA student, who has managed to successfully come so far, is enough to warranty your capabilities • Do not hesitate to take an initiative • Do not expect all internships to be paid. Remember, experience gained, itself is a big reward. Some of the best internships may not be paid. • Don't be afraid to ask questions when things are unclear. To get the most out of your internship, you need to be open to learning new skills and techniques • Don't expect internships to just be handed to you; internships must be earned, as with any job • Don't pass up opportunities to have experiences beyond the regular scope of the internship that lead to chances to learn more about the company or industry • Don't be afraid to ask questions. And do be open to learning new skills and methodologies • Don't forget to take advantage of the Career Development Centre at IBA, which typically have leads to numerous internship opportunities • Don't ever give up in your internship quest and do exhaust all possible

polished interviewing techniques

- Do send thank you letters to all people who interview you -- and all the people who help you find an internship
- Do keep in touch with key coworkers from your internships -- and do cultivate them to become part of your network
- Punctuality is important. Make sure to arrive on time. Late comers leave a bad impression
- Do come to the office on your first day with an open attitude; attitude to observe, learn and maybe even suggest ideas
- Think of possibilities whereby you can apply your academic knowledge to the real world
- Be prepared to run menial errands or filing papers. It happens, but not all the time
- Do remember that you are being watched for every little thing you are doing
- Show keenness to work and willingness to learn
- Remember to give your best, as many companies follow policies of hiring their internees
- Last, but not the least, always depict a notable ethical behavior
- Ensure to appropriately transfer your internship experience into your CV.

internship leads

- Don't burn any bridges -- even if your internship was not the best.