

UNITED STATES PATENT AND TRADEMARK OFFICE



HOW TO MAKE THE MOST OF YOUR EXTERNSHIP

- Remember, networking during the externship starts at day one. In order for people to assist you with your career, they need to know who you are, what your career interest(s) is/are and what you are capable of doing.
- Demonstrate initiative – if there is a project you would like to work on, ask your supervisor if you could take on the additional responsibility.
- Build rapport and develop relationships with others within the organization.
 - **Attend organizational meetings.**
 - **Prove yourself through the quality of work you deliver, your attitude, integrity and willingness to help.**
 - **Support staff, security, mailroom staff – treat all levels of personnel with the same respect and professionalism.**
- Build relationships with peers- these are future contacts, colleagues, professional networks.
- Be a team player. Your interaction with others is a key part of your success in the work environment.
- Find a mentor.
 - **Choose carefully.**
 - **From whom can you learn the most?**
- Seek direction when in doubt. Clarify any ambiguity you may be facing in your work.
- Keep organized records of your work, track achievements and skills you are acquiring.
- Learn what other professionals do within the organization to learn all sides of the business.
- Attend professional association meetings. Ask your supervisor if you could attend some association sponsored functions as they are an excellent resource for networking.
- Expand on your network list with names, titles, addresses, phone numbers, email addresses.
- Schedule an appointment to meet with a Career Advisor during the summer to talk about your externship, discuss any questions/issues you might be facing.
- Towards the end of the externship:
 - **Secure references.**
 - **Inquire about full-time opportunities and/or networking contacts.**
 - **Maintain your connections and continue to develop relationships.**
- Send a thank you letter to your supervisor upon completion of your externship. (see sample thank you letter on next page)

Your street
address City,
State, Zip Code
Date

Supervisor's
Name
Supervisor's Title
Street Address
City, State, Zip Code

Dear (Supervisor's Name),

I would like to thank you for providing me with an invaluable learning experience during my time at (Company Name) as an (Extern Title). It has been a pleasure to work with the staff, and I have gained much practical knowledge about the (Industry and/or Business Area Name). I particularly enjoyed (provide an example of a skill you gained or an experience you went through that is of significant value to you or one that you found most useful).

Training a new extern was a lot of work for you. Thank you for your time and patience during this externship. I appreciate the fact that you afforded me the opportunity to take on significant responsibility, which provided me with a depth of knowledge I would not have gained in the classroom alone.

Enclosed is a copy of my updated resume, which includes my externship experience at (Company Name). Any suggestions you might have about my resume or people in the field I could contact about full-time employment would be very welcome.

Thank you, again, for helping to make my externship a rewarding experience. I hope to keep in touch with you and the rest of the staff.

Sincerely,

(Sign your name)

(Type your name)

Enclosures