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)
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