

Quick Tips: Make the Most of Internships

**BASIC TIPS:**

* Build your network. Internships/co-ops are a great opportunity to meet new people in the career you are interested in. Try to meet as many people as possible in the organization.
* Understand your value. Make sure that you recognize how you are contributing to the big picture of the organization.
* Impress the organization whenever possible. If you are producing high quality work, people will often take more of an interest in you and begin to see your potential value to the organization.
* Focus on learning how to work well with others. Use your skills and develop your own work ethic. By showing a high level of responsibility, an employer will get a sense of what you would be like in a permanent job with the company.
* Be recognized as someone the company would want to hire. During your internship/co-op, make sure people know who you are and recognize the work that you have contributed.
* If you have a positive internship/co-op experience, this could lead to a future job offer with the organization.