

# Internship Success Cheat Sheet

## Make the Most of Your Internship & Leverage It for Your Career

### Before You Start: Set Yourself Up for Success

- ✅ **Update Your LinkedIn Profile** – Add your internship role and organization.
- ✅ **Announce Your Internship** – Share your excitement and start building your network!

#### Example LinkedIn Posts:

- 💎 *Excited to kick off my summer internship at [Organization Name] through the Elevate+ program! Looking forward to gaining experience in [industry/role] and growing my skills.*
  - 💎 *Thrilled to join [Organization Name] as a [Internship Title] this summer! Grateful for this opportunity to learn, contribute, and connect with professionals in the field.*
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## 1. Start Strong: First Impressions Matter

- ✅ Be proactive—introduce yourself to your team and ask about expectations.
- ✅ Show enthusiasm and curiosity—ask questions and take notes.
- ✅ Learn workplace norms—observe communication styles and schedules.

## 2. Set Goals & Track Your Progress

- ✅ Identify 2-3 key skills or experiences you want to gain.
- ✅ Regularly check in with your supervisor for feedback.
- ✅ Keep a log of your accomplishments, projects, and key learnings.

## 3. Build & Expand Your Network

- ✅ **Connect Laterally** – Build relationships with fellow interns; they are future colleagues!
- ✅ **Engage Within Your Organization** – Attend team meetings, introduce yourself, and connect with professionals in different departments.
- ✅ **Find a Mentor** – Seek advice and guidance from someone experienced.
- ✅ **Stay in Touch** – Connect on LinkedIn and follow up with a thank-you note.

## 4. Show Initiative & Solve Problems

- ✅ Look for ways to contribute beyond assigned tasks.
- ✅ Offer solutions when you encounter challenges.
- ✅ Ask for more responsibility if you're ready to take on more.

## 5. Communicate Effectively

- ✓ Keep your supervisor updated on your work and progress.
- ✓ Ask for clarification when needed—don't assume.
- ✓ Maintain a professional tone in emails and messages.

## 6. Reflect & Articulate Your Experience

- ✓ Translate your internship into resume bullet points (use action verbs!).
- ✓ Prepare a short “elevator pitch” about what you accomplished.
- ✓ Identify transferable skills—teamwork, problem-solving, adaptability.

## 7. Plan Your Next Steps

- ✓ Request a final feedback session before your internship ends.
- ✓ Express interest in staying connected or future opportunities.
- ✓ Continue developing the skills you learned—apply them in classes or jobs.

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### Your Internship = A Stepping Stone for Your Career

The more you engage, connect, and contribute, the more you'll get out of this experience!