

I Want to be the Very Best Intern, That No One Ever Was!

By: Omesh Kamat

Summer is just around the corner, which means in less than 3 weeks, school will be over and thousands of us students will embark on a journey; either a summer internship, co-op, research opportunities such as REU, or full time job. Every single year, I always hear my friends talking about how they are nervous, don't want to make a fool out of themselves, and how they are not sure what to expect. I completely understand because I am on the same boat, and feel the same way!

Today I am here to tell you to calm down and take a deep breath, because each and everyone one of you is going to do amazing! Companies hired all of you over other candidates because they saw potential and believe you have the necessary qualities and skillset. If you are still nervous even after what I said above, don't worry I figured as much, here are a few tips on what to expect and how to be the best employee possible.

- 1) Dress for success** – You have probably heard this at least a million times from the CDC, but it is very important to make a good first impression. The easiest way to know what to wear is to just ask. Email your hiring manager/supervisor a few days in advance and ask about the office environment, and what the usual dress code is. Don't forget, it is better to be over-dressed than to be too casual so when it doubt, wear business casual!
- 2) Get ready for some real responsibility** – Take this job seriously because usually, you will be given some small tasks as well as a few big projects. Work on everything in a serious and professional manner because you will realize soon enough, that most of the work you are doing is similar to what the full time workers are doing. If anytime during your job, you get bored, ask your supervisor what else you can do and how you can help; attend meetings, get introduced to other departments, and attend additional training.
- 3) Ask questions** – I cannot stress this enough, please ask questions! Your supervisors don't expect you to know, understand, and do everything perfectly. There will be times when you will be given a task and you will have no idea what you are supposed to do. So whether it be a very important question, or even a very small question, don't be afraid to step outside of your comfort zone and ask because employers will certainly appreciate it.
- 4) Practice good time management** – Believe it or not, at least once during your job, you are going to be overwhelmed with the amount of work. Depending on the company and the type of work, you may be working on many small projects and a few big projects, all at the same time with different people. Keeping track of meetings and deadlines (especially using Microsoft Outlook) will help you stay organized.
- 5) Network, be flexible, and have fun** – Aside from socializing, you will want to build new friendships and quality relationships during your internship, not only with other interns but also with the full time employees. Make it a point to get to know those around you and those that work in other

departments. During your internship, you might have to do tasks that you don't necessarily enjoy or have to do it in a specific way; have an open mind because this entire journey is a learning experience. Overall, before you know it, the weeks are going to fly by and you will already be nearing the end of your internship, so make sure you also have fun!

This is going to be a fantastic summer and not only will you gain real world experience, but you will also be compensated! Good luck with your internship, co-op, or full time job, I hope this article helped!

Thank you very much for reading and special thanks to my fellow Peer Advisor, Gianna Terravecchia for this article topic suggestion. If you or someone you know has questions on anything career related, or would like to be interviewed for future articles, or has any advice to give, please email cdcpeeradvisors16@wpi.edu.

Sincerely,

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