



New Mexico State

Insurance and Risk Management Center

DRAFT

RECOMMENDATIONS TO INTERNS

To have a successful internship you must take the initiative. Based on interviews with past interns we have some ideas on how to make the most of your internship.

- 1) Make a good first impression. Dress professionally, listen, and show interest by asking questions about the employers company.
- 2) Be patient with your employer and their staff, especially for small employers. Internships are challenging to manage and many times you will become a lower priority due to a more pressing issue.
- 3) Align yourself with the staff, learn from them and offer your help.
- 4) Ask how you can be helpful. Even if you are just an observer at a sales meeting ask if there is any way that you can help get ready for the meeting, or evaluate how the meeting went.
- 5) When attending meetings with company clients listen and learn. Ask questions after the meeting on what happened and why.
- 6) Find creative ways to be helpful. When you asked to attend a meeting or training session ask how you can help.
- 7) Let the employer and their staff know about your interests. They want you to have a positive experience. If you tell them what you like you may get more interesting assignments.
- 8) Be professional. Keep a professional appearance it is better to be slightly overdressed when your start. Be organized and always be on time. It may help to get an appointment book and start filling it in.
- 9) At the end of the internship be sure and thank the employer and the staff for their help.

Whatever you do, do it the best that you can. It is important not only for you but for the interns who come after you. Leave a good impression.



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