

# 6 Rules to Follow for Successful Internship



## 1. Do your homework before your first day

Even if you have researched the company earlier when preparing for the interview, you should refresh your memory and do additional research on the organization's history and culture night before the first day of work. Make sure you are fully prepared to be part of the company in the following months. You will feel more confident going into the internship with your preparation and start your first day with general understanding of the industry. Not only for the first day, for the subsequent days, remember to be alert on what's happening in the industry so that you won't feel left out in table topic during the lunch hour.

## 2. Dress for success

Research has shown that how you dress affects not only the way others see you, but also how you see yourself, including how you think and feel about your own abilities and the work you're doing. Find out from the hiring manager what the office environment is like before your internship. Even if the company allows casual dress code, it is still better to be known as the best dressed intern, than to be known as the one who is too casual.

## 3. Treat the internship like a real job

If you want employer to take you seriously, first you need to take the job seriously. You need to remember that your work can have an impact on the organization. You're learning in an active, real-world environment, so your contributions as well as your mistakes affect the organization. Remember to act professional if you want to be a professional. That means you have to invest in a professional wardrobe, arrive on time, perform your tasks and not asking to get out of work.

#### **4. Become a Guru in Something**

Learn things that make you stand out. Find something that you can contribute in the company which no one else would bother to make a change. For example, you may learn CSS to propose to update the company webpage, or expertise in Microsoft software and add function that company can utilise. Just make sure you are really good in it.

#### **5. Be Helpful**

It does not take much of your time and efforts to be helpful. Makes everyone like you and the simplest way is to be helpful. Should you be the person who always washes the dishes, never gets a cup of coffee without asking if anyone else wants one, don't over do it in term of helpful. Offer your services whenever someone needs help and make sure you are confident enough to do it well.

#### **6. Keep Your Mouth Shut**

No one is interested to hear about you in what you did at your last internship or in your college. Company has their own way of doing thing and you are there to learn, unless you are asked to speak about your way of doing thing. You are there to learn, not the other way around. Be humble to learn and don't cross the line as an intern.