



Internship Checklist

- ✓ Attend Internship Information sessions, see www.career.gatech.edu for dates.
- ✓ Research different internship opportunities and know the experience you are seeking.
- ✓ Clearly articulate specific learning goals for your internship experience to the employer, i.e., "I want to learn how to use a software platform to develop tracking systems for client contacts and follow-up."
- ✓ As an intern, you are entering into a commitment with an employer. Honor this commitment by being prepared, responsible, conscientious, and motivated.
- ✓ Maximize what you can get out of the experience while developing a positive relationship that can benefit you as well as other Georgia Tech students in the future.



You should keep a portfolio of everything you accomplish or produce during your internship, so you can use this information later to support your resume claims. Access [CareerTech Portfolio](http://www.career.gatech.edu) via: www.career.gatech.edu



Georgia Tech alumni that have participated in internships report higher starting salaries and higher positions.

TIPS

Find a Mentor- Learn from those you admire.

Be Professional- Maintain a professional image and avoid gossip and office politics.

Develop Professional Relationships- Communicate with supervisors and co-workers and keep yourself in the loop of office communications.

Be Enthusiastic - Show your enthusiasm and motivation and ask to be included in meetings and professional workshops.

Set Personal Goals and Keep yourself Busy- Set personal goals you want to achieve during your internship and ask your supervisor for additional projects.



**Bill Moore Student
Success Center
2nd Floor**

Career Services Internship Program

To register for the Internship Program, students must complete the on-line registration on **CareerBuzz** via www.career.gatech.edu

Benefits of An Internship

- Internships give you real world experience in a professional job setting.
- Employers seek students with related job experience.
- Internships provide networking opportunities that significantly increase your ability to get the job you want.
- Internships allow you to explore potential careers and help you choose the profession that's best for you.
- Employers use their internship programs to recruit entry-level talent.
- It is better to learn now that you don't want to pursue a certain career path than after you have graduated.