

5 Characteristics of a Great Intern

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These days, internships are getting harder and harder to come by. So once you land your internship, it is essential that you perform your best in order to keep it. If you work hard at an internship and impress your boss you will be rewarded! You will have a great reference and experience that will put you in front of the rest of your peers. Experience and networking is essential. In order to make sure you get all you can out of your internship make sure that you embody these 5 characteristics:

1. *Going Above and Beyond*: A great intern will have the tendency to go above and beyond what the average intern will do. If you do more than is expected, you will stand out from your peers and impress whoever you are working for. Make sure that going above and beyond in your internship does not interfere with what anyone else in the company is doing.

2. *Excellent with Time Management*: Great interns need be pros at this. Make sure that you manage your time so that you complete everything when needed. It would be even more impressive to complete everything before needed! Organize yourself and your time in order to be the most productive intern possible.

3. *Eager Learner*: The whole idea behind an internship is to be learning about the industry that you eventually want to work in. Always be eager to learn from your boss and co-workers. Take the initiative to have someone teach you something that you want to know more about. Ask your boss if you can help on a project that interests you. You will get the most out of your internship if you are learning as much as you can!

4. *Take the Initiative*: Great interns will take the initiative in the workplace. Do not constantly ask your boss what you should be doing. Make a to-do list and constantly take notes of the projects around the office and refer to that when you run out of tasks to do. Take the initiative to ask co-workers if they need assistance on their tasks. You can ask your boss for guidance though, just not every hour of the day. Prove that you can do things on your own without being asked.

5. *Quality, Quality, Quality*: In order to be a great intern, you need to produce quality work. Make sure that all of the work that you are doing is quality. Double check spelling, grammar, etc. before turning things in. Make sure that you are always doing your best with every task and you will surely

impress boss and co-workers and receive a killer recommendation and more opportunities in the future.

