

Tips for Students

Benefits of Participating in an Internship Course

- Mentorship and support from a professional in the field.
- Enhanced skills that will serve you well in your career and in life (e.g. self-advocacy, professional communication, creative problem-solving, broader cultural awareness, etc.).
- The chance to explore a potential career path for future fit.
- Insight into your own skills, interests, values.
- Good opportunities to network! Leaving a positive impression on those around you in your placement site can go a long way in helping you stay connected.

Preparation of Your Cover Letter and Resume/CV

- As an internship student, you are expected to research the organization you are interviewing with in advance of the interview to better inform yourself of who they are and what they do.
- Always use your **mail.utoronto email address** for professional correspondence with employers.
- Your resume and cover letter are an important part of making a first impression.
- Visit the Career Centre, where their staff can assist in mock interviews as well as resume and cover letter writing workshops.

Preparing for an Interview

- Dress professionally.
- Check out the Career Centre's webpage on how to "[Dress for Success](#)":
- Be mindful of body language during an interview, such as:
 - Keeping eye contact and nodding
 - If the interview is with more than one person, ensure you address the entire room
- Post-Interview: send a thank-you email to the interview panel/hiring supervisor for their time post-interview. It is both a nice courtesy and an opportunity to reinforce your interest in the position.

Professional Behaviour in the Workplace

- Abide by the workplace's rules and safety directions.
- Arrive to work on time and leave when your shift is over.
- Avoid last minute schedule changes and notify your supervisor if these cannot be avoided.
- Confirm instructions and ask questions.
- Check your e-mail and phone messages regularly.
- Do not check social media accounts during your internship hours or with any company equipment.
- Treat everyone in a respectful and inclusive manner.
- Follow all deadlines for work-related projects and advocate for yourself if you find that you need more time to complete a task.
- Be friendly and stay positive!

Workplace Correspondence

Email

Before Placement:

- In your initial contact with the organization through email, ensure you have crafted a well thought-out and professional message that *may* include some of the following points:
 - A brief personal statement/biography
 - What interests you about the organization

During Placement:

- When communicating via e-mail, always remember to use a professional greeting (e.g. “Dear [first and last name]” Or “Hello ”). The body of your e-mail should also be crafted using language appropriate in a professional environment (i.e. avoid writing “lol”, “brb”, or other texting abbreviations).
- Use an appropriate closing salutation such as “Best” or “Sincerely”, etc.
- Write in full sentences.
- Keep an organized filing system; follow your placement site’s rules on how to store files/information.

Outgoing and Incoming Phone Messages

- Be sure to leave a professional outgoing message on your phone.
- When speaking on the phone with an employer make sure that you:
 - Find a quiet space
 - Remind the person that you are listening with simple affirmations (i.e. “yes”, “I understand”, etc.)
 - Speak clearly and concisely