



Tips to Tell Your Student Interns

1. Companies expect interns to have skills and knowledge of the industry they are applying to. Internships are not just part time jobs—they are an opportunity to gain knowledge, connections, and experience in a specific career.
2. Internships can be paid or unpaid. Determine in advance if your student is willing/able to take an unpaid internship; if it provides them with the opportunity they are looking for.
3. Treat an internship like a job. From the search, to the resume and interview, and day-to-day work, tell your student to keep a professional attitude and get the most out of the experience.
4. If your student likes the internship and would like to work for the company, inform them to let their supervisor know. Even if they do not have the ability to hire currently, the employer may be able to refer to other opportunities or hire at a later date.
5. If the young person does not like the internship, remind them that there are a number of variables involved in the workplace—is it the work, the company, your co-workers, or some other factor. Don't quit! Good things can come from bad internship experiences.
6. Keep track of what was learned. Volunteer experiences are great resume builders. Your student might ask for a reference.
7. Show gratitude. Be sure to have the youth thank the company for the opportunity to intern. Remind the student that future opportunities or connections can come from the internship—and a thank you note is an important part of that.

For more information, visit thetalentlink.org.