

1 ACQUIRE EXPERIENCE

- Gain maximum experience by holding different positions (managing different projects).
- Gain relevant experience. Broaden your scope and knowledge.
- Have regular progress meetings to: get feedback, measure your mastery and highlight your contributions to your employer. Seek an internship with a leading/known company where excellent feedback is provided.
- Shadow co-workers in other departments to see if you are interested in what they are doing (for 3 hours/week). Allow room to move out of your field from time to time.
- Specify deliverables (carry out 3 recommended actions, within a 6-month time frame). Make sure to share your progress/results.

2 ENLARGE MY NETWORK

- Add value/engage in critical roles allowing you to connect with the right people.
- Help your employer if they exhibit at a conference/trade fair.
- Join the company's social club(s) and help them organize events.
- Spend time after work socializing.
- Undertake in a project (preferably horizontal, i.e. involving different departments/divisions) that fulfils a need in the company and will exceed expectations, so that it is adopted and implemented.

3 ENRICH MY RÉSUMÉ

- Broaden your experience by accepting as many projects as you can. However, always make sure you can carry them out before accepting.
- Find a division you want to learn about. Get in touch with the boss to have a better knowledge of what you could learn from them.
- Identify what's lacking in your CV for your next job. List your priorities (i.e.: prestige, experience, skills...). Rank your priorities. Define your goals. Identify and rate/score your target companies. Apply to those companies which best match your priorities and goals.
- Measure results at the end of each period.
- Set objectives to be achieved during the specific time of your internship.
- Speak to the people responsible for your areas of interest. Make your successes/achievements visible.
- Write down a list of tasks undertaken and analyze them from an "added value point of view".

4 GATHER MORE INFORMATION (ABOUT A JOB, COMPANY, FIELD...)

- Ask for additional responsibilities during your internship (i.e.: strategic watch, data gathering, field surveys...)
- Ask questions every time you can and offer help whenever possible.
- Know, ahead of time, as many employees/top management people as you can to understand the values, and the business model of your employer.
- Seek a company that believes in training and mentorship programs. Create and/or enhance training and mentorship programs to help future interns and employees.
- Talk to a wide variety of people; use the cafeteria as a meeting place.

5 GET A JOB (HOW TO TRANSFORM AN INTERNSHIP INTO A JOB)

- Choose a topic to delve into that is a “hot issue” or an “area of interest” for the targeted company.
- Define your project level. Set objectives and list expected learning/outcomes.
- Demonstrate skills that are needed but not currently available in-house.
- Select a boss who has the power to hire (or at least can influence the decision maker/process).
- Show results that will improve productivity (i.e.: increase gains, decrease costs, avoid errors).

6 GET FAMILIAR WITH WORK

- Accept an unpaid position (for a short time) in an (efficient) non-profit organization.
- Be proactive and specify areas of interest.
- Select an industry/field that inspires/attracts you.
- Start with limited responsibilities and increase them as your self-confidence improves and strengthens.

7 LEARN

- Choose a company according to your learning style (i.e. speed, academic, hands-on...).
- Explore different departments.
- Identify and prioritize what you need/wish to learn and choose your internship accordingly.

8 TEST MY SKILLS

- Gain access to the IT/Database infrastructure.
- Attend company and social events with your co-workers (at least once per week).
- Deliver your elevator pitch when you run into the right people. Actively find/search for other projects outside your assigned role and responsibilities/department.
- Interview as many staff as you can. Start with PR (Public Relations) or HR (Human Resources).
- Meet people doing the same job as you, in different fields, and compare and measure your skills to theirs.

9 TEST/BROADEN MY FIELDS OF INTEREST

- Build relationships with high energy/intelligent people. Study company processes and working styles, such as: marketing, production, quality...
- Define what kind of experiences you want to acquire. Negotiate to make sure you get 70 % of them during your internship. Then, interact with/choose the right people/functions.
- Engage in different projects to meet a wide variety of people.
- Meet with as many people as possible to discuss and exchange ideas (the cafeteria is a good place for this purpose).
- Participate in different projects, meeting people from different areas.