

GETTING THE MOST OUT OF YOUR INTERNSHIP

Know what to expect

Interns are often asked to do “basic” tasks – photocopying, data entry, filing, etc. These kinds of tasks may not seem glamorous, but they are important to the efficiency of the company. Be open and flexible if your supervisor gives you unexpected assignments, and ask for more work if you are not being challenged.

Build your network

Your coworkers can be valuable to you during your internship, and even after it's over if you build strong relationships with them. Look to them for cues on office culture (how to act, how to dress, etc.), for career advice, and to learn more about the company and the industry.

Set specific goals

Think about what you want to accomplish before your internship ends. Maybe you want to develop your skills in a certain area or build your professional network. Make your goals realistic and attainable.

Expect to be treated professionally

As an intern, you are in a professional setting. Remember to be professional at all times. You should also be treated professionally. Speak to someone in your human resources department if this is not the case.

Ask for feedback and advice

Your employer and coworkers know that this is a learning experience for you – do not be afraid to ask for feedback on your performance and advice for the future.

Take initiative

Respectfully present new ideas to your supervisor – this shows your investment in the company and your ability to think outside the box.

Stay positive and enjoy yourself!

New Mexico
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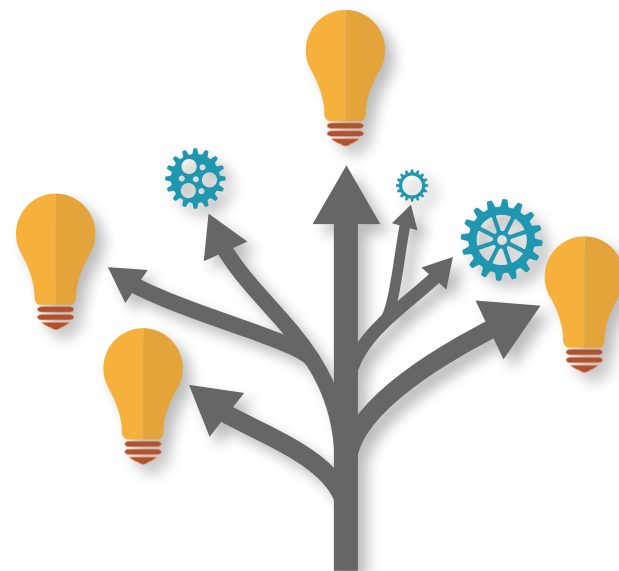
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New Mexico Workforce Connection

Internships

Explore new careers and find the right opportunity for you



EXPLORE THE
POSSIBILITIES

WWW.JOBS.STATE.NM.US

An internship can be a valuable learning experience and an excellent way to start a new career. Here are some tips for finding the right opportunity and getting the most out of your experience.

INTERNSHIPS

Internships are opportunities to gain practical work experience and develop skills within a desired occupation or profession. Some internships are paid, and some are unpaid. While many internships are intended for students, some are designed for adult professionals either looking for a career change or who have been out of the workforce.

JOB SHADOWING

Job shadowing provides individuals with an opportunity to spend a short period of time with a professional in a career that is of interest to them. A job shadowing experience is similar to an informational interview and may last from a few hours to a full week. These opportunities are often intended for middle and high school students as a career-exploration activity, but are also available for college students and adults. Individuals are able to experience day-to-day activities, as well as interact with and interview professionals within the chosen career field.

OTHER OPPORTUNITIES

Volunteering is another excellent opportunity to develop workplace skills. A volunteer is often able to work on similar tasks and in similar capacities as an actual employee or intern. Volunteering provides exposure to different types of communities and organizations, which could help an individual decide on a career path. Volunteer positions sometimes lead to internships or regular positions within the organization.



For more information on internships and to see current postings, visit the New Mexico Workforce Connection Online System at:

www.jobs.state.nm.us

Additional information is available on the New Mexico Department of Workforce Solutions website at:

www.dws.state.nm.us

FINDING AN INTERNSHIP

Finding the right opportunity can take some time and research. The following list is comprised of various websites and organizations that have historically listed or offered internships and should provide a starting point in the search for internship opportunities (Note: The New Mexico Department of Workforce Solutions does not guarantee the availability of positions with any organization. This is for informational purposes only).

New Mexico Workforce Connection

www.jobs.state.nm.us

United States Federal Government Internships

The federal government offers a wide variety of internships in many different agencies, such as the Department of State, the Department of Energy, the National Aeronautics and Space Administration (NASA), Congress, and national laboratories.

State and Local Government Internships

There are a number of internship opportunities with the State of New Mexico, including those through the New Mexico Legislature and the Governor's Internship Program. City and county governments (such as the City of Albuquerque) often offer internship positions.

University Internships

Universities typically offer a wide variety of both internships and volunteer opportunities.

Private Internships

Internships can be found at a variety of companies, from local start-ups to international corporations. Think about all of your skills, interests, and values to narrow down your options as you begin to research opportunities.