

## 5 Tips To Being A Great Intern!

### 1. Take Initiative!

Most of the time, interns assume that they will be assigned tasks and that is all they have to complete. Absolutely not! Although there may be things you are responsible for, don't do nothing once the tasks are completed, take initiative and ask if there is anything else you can help with, or start cleaning something you see needs to be cleaned. Mentors are working professionals that shouldn't be in charge of giving you a task every second, so ask another coworker if they need assistance, my favorite line is "Is there anything I can help you with?". The first few times it may seem awkward to ask someone you don't know this, but trust me it goes a long way in terms of showing your work ethic.

### 2. Know that you are there to help

Like I mentioned before, mentors are working professionals, so you may not be able to follow them around 24/7. As an intern, you were hired to gain experience, whether that be gaining experience cleaning and filing, or experiencing what a professional actually does. Don't get discouraged when there is nothing you are tasked with, there is always something to clean! I know that cleaning isn't the most fun thing to do, but showing your mentor and their coworkers that you know how to stay busy and productive is another great way to stand out. On the other hand, don't be afraid to ask to help your mentor with something. This is another great way to show initiative, by letting them know you are here to help!

### 3. Be up for anything

As an intern, showing that you can help with anything will get you to go far, but at the same time- if your mentor asks you to clean the counters, you clean the counters. Being up for anything means that you are available to help anyone at the drop of a hat, and you do it with a smile. This shows that you are willing to put yourself aside and help the team accomplish what they need. At my internship, the groomers would sometimes ask me to help hold a dog while they clip their nails. I worked mostly with the Vet techs, but I would put whatever I was doing aside, and go help them because I knew that it was for the greater good of the team. A great line I love to use when someone asks me if I know how to do something and I don't, is "No, but I can learn!". This shows that you are motivated to learn and are willing to be taught.

### 4. Don't be afraid to ask for help

Asking for help can be scary because you don't want to inconvenience anyone or seem incompetent, but in fact, it is the total opposite! Asking a simple "Can you show me how to do this?" tells your mentor that you care about getting it done right, and that you know what you can improve on. At the same time, asking questions can help further your learning! At my internship, I wanted to learn about everything, I would ask the vet techs questions about everything. I wanted to

learn, and they were so gracious about showing me! I highly recommend asking questions about things you are interested in because it can turn into a great educational opportunity for you!

### **5. Be Grateful**

The final and most important tip, is to be grateful! Nowadays, the occasional “thanks” takes the place of a heartfelt appreciation. Take the time to write a thank you note to your mentor, or the people you worked with. It is so important to show gratitude and give thanks for allowing you to have the opportunity of interning with them. A short handwritten note is all that is needed, but feel free to do more! I know that my mentor loves to bake, so I decided to bake brownies and cupcakes and bring it on the last day of internship, along with handwritten thank you notes to everyone I worked with. This shows that you appreciate the time they spend working with you!