

i nternships INSIDER

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THE GRACEFUL EXIT

The last impression is just as important as the first. When you leave your internship, you want your colleagues and employer to have a glowing image of you, one that will carry over into outstanding letters of recommendation. Over the last few weeks at the internship, continue to work diligently and wrap-up any incomplete projects. It's also the perfect time to ask for letters of recommendation or permission from your employer to include projects you worked on in your professional portfolio.

For more information on how to end your internship on a positive note, consult this [article](#).

HAVE AN EXIT INTERVIEW COMING UP?

Exit interviews can be a solid opportunity to cement your relationship with the company and set you up for a future job in the industry, or maybe with the organization itself. Before heading into an exit interview, get organized. Compile a list of all the projects you have completed and give progress reports for those that are incomplete. Likewise, review your goals for the internship, and compare those with your experience and accomplishments. This pre-interview preparation will not only impress your employer, it will also help you in updating your résumé. For more information, read [Use an Exit Interview to Setup a Future Job](#).

STAY IN TOUCH

The people you met at your internship are a “certifiable networking goldmine.” As professionals in your industry who personally know you and your work style, they can often prove invaluable for future job searches. Sending handwritten thank-you notes a few days after your internship ends is a great way to show your appreciation and establish a framework for future dialogue. Every few months, try to also reach out by e-mail to make sure you're well remembered. For more tips: [5 Ways to Stay in Touch with Your Old Boss](#).

SPORTZEDGE INTERN AND UCONN STUDENT CREATES SITE'S MOST POPULAR POST

If you need any extra inspiration for your last few weeks on the job, know that intern and fellow UConn student Maura Murphy created the most visited post to date, as of summer 2013, on the CT sports news website Sportzedge.

Ms. Murphy, a journalism and communications major, created the interactive post [20 Things Only UConn Huskies Will Understand](#), which quickly became the site's “most successful story - by far” and launched a series of similar articles for universities across the state. If you have any final project ideas you think your employer might be interested in, share them - you never know where they could lead.

MAKE THE MOST OF YOUR SUMMER

If you are still searching for summer experiences, there are still plenty of internship positions out there. Read [Where to Find an Internship](#) for more information. If you still can't find that perfect opportunity, try [Creating Your Own Internship](#) with a company that interests you. If you decide against doing an internship altogether, you can still use the summer break to refine skills, develop your résumé, and have marketable experiences. Consult [5 Ways to Make a Jobless Summer Productive](#) to learn more.

DOCUMENTED INTERNSHIP EXPERIENCE

Are you interning this summer and wish it could be documented on your transcript? Don't want to take another full course, or are not eligible? Consider participating in the Center for Career Development's Zero Credit Documented Internship Experience Course. Read about it [here](#).

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