The Tools and Tricks to Making Your First Job or Internship Count!

Starting out in the professional world can be intimidating, particularly if it’s your first experience.

But fear not! There are plenty of tools and tricks that can help you prepare, survive, and thrive in your position!

Before You Begin

Start Early
You have a lot of options for finding a job or internship. To land the right position, you should search widely and often. Make sure to apply early when you find a position you’re interested in.

LinkedIn
Glassdoor
Google
ZagsOnline
ZagTrax
Internships.com
Internmatch.com
YouTern
Idealist

Know Your Image
No, I’m not talking about that selfie you took in the library-- I mean big picture image. Where are you active? What image are you sharing with the world?

Are you on Facebook?
LinkedIn? Instagram? Vine?

All of these places can be viewed by potential employers. Even if you have privacy settings enabled, tagged images and posts can be viewed by a larger audience.

Make sure you’re sharing the image you want them to see.

Do Your Research
Learn as much as you can about companies, competition, industry, culture, and values of organizations that interest you. Not only will you learn what would be a comfortable fit for you, but you’ll understand what that organization is looking for in its candidates.

“Paid marketing internship in NYC”
Congratulations on Your First Position
Day One

Rise and Shine!
Give yourself the benefit of lots of time in the morning. Get up early, have breakfast, and get out the door as soon as possible.

On Time is Late
Show up ten minutes early so you have time to get settled and put your best foot forward. This will also give you time to meet with your new colleagues and begin building relationships (more networking!).

Dress for Success
Choose professional, classic attire that is weather appropriate. Try to match the attire of those you work with. If you are not sure how professional to dress, better to err on the side of formality.

Above All, Listen
Your first day is the prime opportunity to learn about those around you, the daily routine, and expectations. Listen with your ears, but also with your eyes. When do people have lunch? How late do people work? When are projects expected? What are the standards to be met? You may ask some of these questions directly, but your observational skills will be your best asset.

Every Day After

Know Your Image (Again)
You got your position because you presented an image of yourself that fit with your job or internship—keep it up!

Maintain a professional appearance in person, online, and in your work space—don't be that person who plays music too loud or talks about that wild party last night.

Prep and Perform
Always be prepared—have a pen, take notes, and double check the details. Check your work multiple times to catch errors and if you encounter a problem, ask for help. Don't avoid challenges, but embrace them as a chance to really shine.

Communicate
Ask questions, clarify, and stay open to hear those around you. Be friendly and respectful, and always say thank you.

Have lunch or coffee with coworkers and attend social functions to create positive relationships.

Above all, (again), listen.

Stay Positive
Everyone makes mistakes and fails sometimes. Don't let that bring you down—keep going, keep trying, and keep learning. A smooth ocean never made a skillful sailor.

You Rock!

Special Thanks to the Gonzaga University Board of Trustees and Board of Regents