

Wrapping Up the Internship

- As the end of your internship nears, you should remind your internship supervisor that you would soon be leaving
- Be sure to bring current projects to closure and/or help to bring about a smooth transition
- Ask co-workers and or supervisors if they will serve as references for your job search
- Request letter of recommendation from your supervisor
- Ask your supervisor for feedback on your up dated resume
- Select work samples for your portfolio and review them with your supervisor
- If you would like to secure a position at your internship, tell your supervisor and ask if they know of any openings in the near future
- Ask your co-workers or supervisor for names of contacts for networking possibilities and names of organizations that could have entry-level openings in your field
- Write a thank you letter to your supervisor and other co-workers
- Keep in touch with your internship supervisor and co-workers. Send a note if you have secured a position, got accepted into graduate school, produced a new piece for your portfolio. Send a holiday card. E-mail messages of congratulations