

Singapore Management University

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### How to be a Super Intern – SMU Infographics

Singapore Management University

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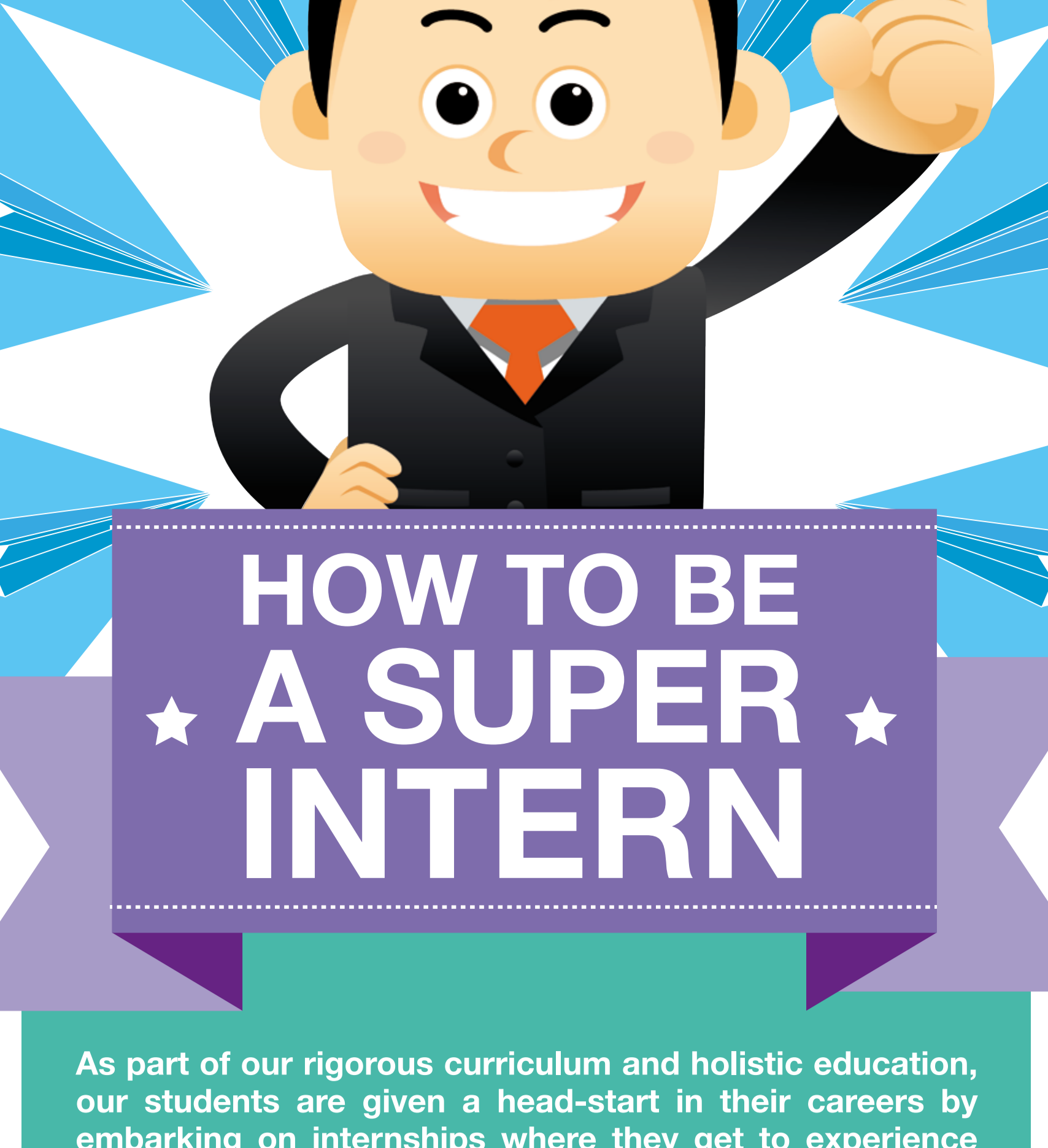
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# HOW TO BE A SUPER INTERN

As part of our rigorous curriculum and holistic education, our students are given a head-start in their careers by embarking on internships where they get to experience the ins and outs of corporate life.

An internship isn't only a good testing ground for you to apply your classroom knowledge in a real-world setting, it's also a great opportunity to snare a coveted job before you even graduate!

## DID YOU KNOW?

75% of SMU students were offered full-time jobs before and within one month of graduation.

NACE research has found a strong positive relationship between a student having an internship and an increased probability of receiving a full-time job offer while searching for a job prior to graduation. (Source: naceweb.org)

A fruitful career requires lots of careful preparation. An internship plays an integral role in your holistic career exploration journey, by exposing you to different career options.

Even though most interns strive to perform well during their internships, not everyone can be a Super Intern.

So we've listed some super tips to help you make a super impression:

## 1 BE PUNCTUAL



**NO ONE SHOULD WAIT FOR YOU**

Present yourself as a **RESPONSIBLE WORKER** by getting everywhere a little earlier.

## 2 GET INVOLVED! BE ENGAGED



Don't be a wallflower. **BE CONFIDENT**

**SPEAK UP!**

Internships are all about **MAKING MISTAKES** and **LEARNING FROM THEM**

YOUR BOSSES AND COLLEAGUES WILL APPRECIATE THE FACT THAT YOU GAVE YOUR INPUT, AND WILL BE EVEN MORE IMPRESSED WHEN YOU SHOW A WILLINGNESS TO LEARN FROM YOUR OCCASIONAL SLIP-UPS.

## 3 AN AIR OF GRAVITAS SPEAKS VOLUMES



Display strength of character, **HEALTHY SELF-ESTEEM** and **CONFIDENCE**

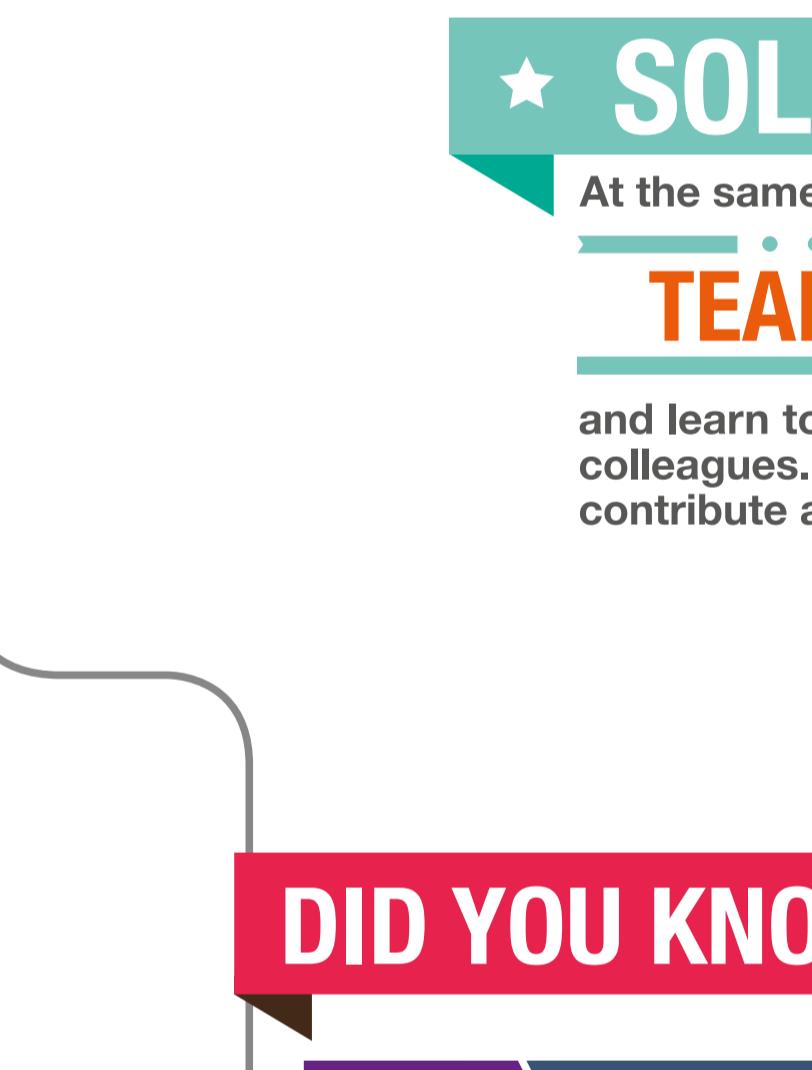
Go ahead & share your **awesome ideas and showcase the full spectrum of your abilities**

but be careful not to come across as arrogant. **BE HUMBLE**

## DID YOU KNOW?

SMU receives **4,000** internship opportunities per year across 21 countries!

## 4 DON'T JUST DO... THINK!



Use your **IQ & EQ**

Not just your **Muscles**

## 5 LOOK THE PART

Be professional and dress according to your workplace culture. Keep a balance between dressing up too much and too little—make people remember you for your work, not how fashionable or badly-dressed you are.



## 6 BE A LEADER AND A TEAM PLAYER



If there's an opportunity to lead a project, grab it! **BE RESOURCEFUL** and come up with **SOLUTIONS**

At the same time, be the perfect **TEAM PLAYER**

and learn to work well with your colleagues. Offer to help and contribute as much as you can.

## DID YOU KNOW?

SMU works with over **10,000** corporate partners across **45** industries!

## 7 BE AN ENERGIZER BUNNY



**ENTHUSIASM** and **ENERGY** never fail to light up the room.

Go above and **BEYOND EXPECTATIONS** to truly make a mark.

## 8 DAZZLE WITH YOUR CHARMS

Be the PR extraordinaire and get into everyone's good books. Seize every opportunity to network and make new connections. These people will put in a good word for you when a new opening happens to come up. But be genuine.



## DID YOU KNOW?

All SMU students take up a minimum **10-week** internship with a business organization across various industries for experiential learning. They also get to embark on overseas internships to exciting destinations!

## 9 JUST DO IT!



Internships are **CHALLENGING**

It is hard work with little monetary benefits.

Bite the bullet and think of the **LONGER TERM GOAL** (referral letters and recommendations, as well as a possible job offer)

Just do it! Nobody likes a whining intern.

## 10 BE INDISPENSABLE



This is a fool-proof way to impress and potentially get hired. **BE A LINCHPIN**

**MANAGE YOUR LOAD** Don't take on more than you can handle.

WHILE PERFORMING WELL DURING AN INTERNSHIP WILL LIKELY RESULT IN A GLOWING TESTIMONIAL WHICH WILL ADD SOME SHEEN TO YOUR RESUME, TRYING YOUR BEST TO BECOME A SUPER INTERN WILL ALSO GIVE YOU MANY INTANGIBLE BENEFITS SUCH AS BUILDING YOUR CONFIDENCE AND OTHER SOFT SKILLS.

At SMU, Dato' Kho Hui Meng Career Centre helps our students in getting that internship and job by offering:



- Assigned Career Counsellors to help you with career exploration and job strategies, resume and cover letter critiques, mock interview practice sessions, and career and personality profiling tools
- Career Champions Programme: paraprofessionals equipped with essential skills offering SMU undergrads peer-to-peer support for your career growth
- Finishing Touch Programme and Enrichment Workshops to equip you with the necessary skills and knowledge for internships and career development
- Recruitment and industry talks; networking events
- Suited for success wardrobe (Students can loan corporate wear to attend career events and workshops)
- Access to the Career Resources Library

Visit [admissions.smu.edu.sg](http://admissions.smu.edu.sg) to learn all about the internship opportunities that SMU offers!

CONNECT WITH US ON

For information on admissions, please visit [admissions.smu.edu.sg](http://admissions.smu.edu.sg)

SOURCES

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