

*Sixth Edition*

# Internships in Recreation and Leisure Services

A Practical Guide for Students

*Edward E. Seagle, Jr.*

*Tammy B. Smith*

*Ralph W. Smith*

# **Internships in Recreation and Leisure Services**

A Practical Guide for Students

*Sixth Edition*

**Edward E. Seagle, Jr.  
Tammy B. Smith  
Ralph W. Smith**

**SAGAMORE  VENTURE**

©2017 Sagamore-Venture Publishing LLC  
All rights reserved. No part of this book may be reproduced in any form or by any means without permission from the publisher.

Publishers: Joseph J. Bannon/Peter Bannon  
Sales and Marketing Manager: Misti Gilles  
Marketing Assistant: Kimberly Vecchio  
Director of Development and Production: Susan M. Davis  
Graphic Designer: Marissa Willison  
Technology Manager: Mark Atkinson

Library of Congress Catalog Card Number: 2017940857  
ISBN print edition: 978-157167-871-3  
ISBN ebook: 978-1-57167- 872-0  
Printed in the United States.

**SAGAMORE  VENTURE**

1807 N. Federal Dr.  
Urbana, IL 61801  
[www.sagamorepub.com](http://www.sagamorepub.com)

# Acknowledgments

The authors would like to thank the many people who helped to make this manual a reality, especially the faculty and students at California State University, Chico, and The Pennsylvania State University. The ideas, comments, contributions, and assistance of the following people deserve special recognition: James “Corky” Broughton, Murray State University; Steven Burr, The Pennsylvania State University; Judy Elliott, Lock Haven University; Robert Griffith, Pennsylvania Recreation and Parks Society; Frank Guadagnolo, The Pennsylvania State University; Deb Kerstetter, The Pennsylvania State University; Rod Warnick, University of Massachusetts; Tom Willson, formerly of Lock Haven University; and David Wood, formerly of the National Recreation and Park Association. The authors would also like to express sincere appreciation to the staff at Sagamore–Venture for the many hours of technical assistance they provided.

Aspects of the letters and résumés used in this text were modified from documents submitted by undergraduate students (now alumni) of California State University, Chico, and The Pennsylvania State University, and the authors gratefully acknowledge their assistance.

Ed Seagle (professor emeritus) extends his personal thanks to his wife, Sylvia Seagle; coworkers, students, and alumni at California State University, Chico; and his professional colleagues for their continued support. Thanks is also extended to Buford Bush (Professor Emeritus), who appointed Dr. Seagle as Internship Coordinator at CSU, Chico, and the Recreation, Hospitality and Parks Management faculty members who have shown continued confidence in his performance as Internship Coordinator over the years. Dr. Seagle offers special thanks to Lola Dalton, who made substantial contributions to earlier editions of the book. A special thank you goes to Don Penland, Computer Director at CSU, Chico, for his review and editing of the computer-related information provided in this book.

In addition to The Pennsylvania State University faculty, Dr. Ralph Smith would also like to recognize the contributions of colleagues who assisted him during his years at the University of Maryland, particularly Viki Annand, Jimmy Calloway, Seppo Iso-Ahola, Veda Ward, and the late Fred Humphrey. Finally, Dr. Tammy Smith would like to thank all of the students, faculty, and internship supervisors whom she worked with for many years while serving as Internship Coordinator at The Pennsylvania State University. The practical insights and advice that she was offered were significant and served as a strong foundation to her contributions to this book.



# Contents

Acknowledgements.....	iii
About the Authors.....	viii
Introduction.....	ix
<b>Chapter One—Self-Assessment.....</b>	<b>1</b>
Self-Confidence	
Personal Philosophy	
Interests and Needs	
Personality Traits and Professional Skills	
Limitations/Weaknesses	
Professional Use of Technology	
Attitudes Toward Work and Learning	
Summary	
<b>Chapter Two—Direction.....</b>	<b>21</b>
Internship/Career Direction	
Internship Goals	
Writing Internship Goals	
Examples of Internship Goals	
Writing Personal Goals	
Career Goals	
Action Plan Timeline	
Summary	
<b>Chapter Three—Search and Research.....</b>	<b>45</b>
Search	
Search Step #1: Identify Essential Characteristics of Agencies	
Search Step #2: Determine Your Own Needs and Preferences	
Search Step #3: Prioritize Your Needs and Preferences	
Search Step #4: Identify Resources for Information on Agencies	
Search Step #5: Compile a List of Potential Internship Agencies	
Search Step #6: Conduct an Informational Interview	
Research	
University Files and Resources	
Agency Websites	
Telephone Calls	
Voice Mail	
E-Mail	
Internship (Job) Description	
Visit Site	
Making a Pre-Interview Appointment	
Contacts Within the Agency	

Speak with Current or Past Interns at the Agency

Volunteer at the Agency

Summary

**Chapter Four—Preparation: The Cover Letter ..... 79**

Format of a Cover Letter

Content of a Cover Letter

Introduction

Connection

Personalization

Closing

Final Tips and Reminders about the Cover Letter

Sample Cover Letters

Cover Letters (Opening Paragraph Examples)

Examples of Personal Letterheads

Summary

**Chapter Five—Preparation: The Résumé ..... 99**

The “Foundation” or “Working” Résumé

The “Professional” Résumé

Format and Content of the Print Résumé

Profile Statements

Commercial Résumé Preparation and Printing

Preparing Your Résumé

Sample Résumés

Scannable Résumés

Keywords

Formatting

Examples of Print Versus Scannable Résumés

Required Qualifications

Voice Mail/Answering Machine

The Portfolio

Selecting Your References

Online and E-mail Applications

Summary

**Chapter Six—The Interview ..... 143**

Preparing for an Interview

Developing the Proper Frame of Mind

Doing Your Homework

Practice, Practice, Practice

Participating in an Interview

Types of Internship Interviews

Displaying Professionalism During Internship Interviews

Following Up After an Interview

Correspondence

Phone Follow-up

Self-Evaluation	
Agency and Supervisor Assessment	
Handling Rejection	
Summary	
<b>Chapter Seven—Selection and Final Planning .....</b>	<b>169</b>
Making Your Selection	
Notification of Selection	
Planning for Your Internship	
The Student, Agency, and University Relationship	
Communication	
Professionalism	
Attire	
Expenses	
Resources and References	
Time Management	
Supplies and Equipment	
Orientation	
Summary	
Final Comment from Authors	
<b>Appendices.....</b>	<b>183</b>
Appendix A Online Resources	
Appendix B Professional Associations and Organizations	
Appendix C Recommended Readings	



## About the Authors

**Edward Seagle** is a Professor in the Department of Recreation and Parks Management at California State University, Chico. He received his EdD in education administration/counseling psychology from the University of the Pacific, his MA in recreation education/therapeutic recreation from Brigham Young University, and his BA degree in recreation administration from California State University. His research interests include expertise in therapeutic recreation services in clinical and community based settings, recreation and leisure program development for individuals with disabled conditions, networking and academic curriculum development in resort and lodging management, career enhancement and internship coordination of university level students, and stress, burnout, humor, and self-esteem consultant for human service agencies and businesses. He has given numerous presentations and speaking engagements on a number of internship and employment topics and has authored a number of books on internships in sport management and recreation and leisure services.

**Robert Smith** is an Organization Development Consultant and President of iynovate, an Organization Development consulting firm. Prior to full-time consulting, Dr. Smith served as a Learning Partner for Penn State's Center for Workplace Learning and Performance and as the Director of Outreach and Internships for the Department of Recreation, Park and Tourism Management at Penn State. While at Penn State, she directed the professional internship program for years, supervised numerous student interns across her tenure, and taught internship and career preparation courses. Since Penn State, Dr. Smith has assisted many industry professionals with career transition and placement, and has offered career coaching services including resume writing and professional branding. In addition to her internship and career work, Dr. Smith has specialized expertise working with military service members with service connected illness and injuries, aiding in their successful reintegration into work and community life. Dr. Smith received her PhD from Penn State in workforce education and development (Organization Development and Human Resources). She also holds a BS and MS in therapeutic recreation from the University of Maryland.

**Dr. Ralph Smith** is Professor Emeritus and a Therapeutic Recreation Specialist of the Department of Recreation, Park and Tourism Management at The Pennsylvania State University. Dr. Smith specializes in the areas of inclusive programming for individuals with disabilities, attitudes toward disability, and disability adjustment. In addition to over years of university teaching experience, during which he received two teaching awards, Dr. Smith's background includes directing the internship program for the Department of Recreation, Park and Tourism Management at Penn State and also for the Department of Recreation at the University of Maryland College Park. He has supervised countless interns and mentored students preparing for their professional careers. He wrote the first curriculum for an internship preparation course at Penn State that has been taught for over two decades and is still taught today. Dr. Smith earned his PhD from Penn State University in Recreation and Leisure in 1984. Dr. Smith's MS and BA were in Physical Education from the University of Illinois and Western Maryland College, respectively. He is medically retired from the U.S. Army due to combat wounds incurred while serving with the 101st Airborne Division in Vietnam.

# Introduction

*“Before anything else, preparation is the secret of success.”*

—Alexander Graham Bell

You are approaching one of the most important academic decisions of your college years—selecting an internship site in recreation and leisure services. A good internship brings academic coursework to life and provides work experience and professional contacts that help to ensure a successful professional career. Your internship is the foundation for your future, and like any strong foundation, its construction requires time, effort, and the proper tools. The purpose of this text is to give you the proper tools for getting the best possible internship—the time and effort, however, are up to you.

Before charging ahead, it is important to acknowledge some thoughts (and perhaps, fears) that many students have as they approach the internship search. These may include the following:

My GPA isn't very strong, so I probably won't be offered the best internships.

I don't feel ready for entering the work environment—maybe I need to take more courses.

I don't have a lot of work experience in recreation services—why would an internship site want me?

It's not what you know, but who you know that counts—and I don't know anybody.

I don't even know where to start looking for an internship site.

Many college students are uncertain about their qualifications and career readiness, and most have some degree of anxiety about the future. Feelings of uncertainty and anxiety are normal, particularly when confronted with an important decision such as internship selection. Hopefully, as you progress through this manual, any uncertainties or anxieties you feel will fade and be replaced by the confidence that comes from doing a thorough job of preparation. Students who know the most people, have the best GPAs, or accumulate the most work experiences aren't necessarily the students selected by an internship site. Rather, internships are usually awarded to students who have taken the time to prepare in detail for their internship selection.

It is also helpful to begin this journey with a little positive self-talk. By thinking about your abilities and assets in a strictly positive light, you will begin building your confidence for the tasks that lie ahead. Now is a good time to take a minute and think of your own qualities and attributes—what is it about you that will carry you forward so that you can secure a great internship? Here are some examples of what others have said:

I have drive and enthusiasm.

My positive attitude will lead to my success.

I will keep heading toward my goals no matter what challenges I may face.

- I have valuable knowledge and skills that would benefit an organization.

Without being aware of it, you have been preparing for your internship for years. People you have met, things you have done, and information you have collected throughout your life are all helpful in identifying and securing an internship. In the chapters that follow, you will go through a systematic internship selection process that will help you utilize your life experiences and available resources to maximum advantage. The ultimate goal is to help you to identify and secure an internship that not only meets your academic objectives, but also enhances your professional career in recreation and leisure services. The internship selection process includes the following:

- Conducting a thorough self-assessment
- Determining your direction and setting internship goals
- Searching for appropriate agencies and researching the most promising ones
- Preparing to contact agencies, including writing cover letters and résumés
- Preparing for and participating in interviews
- Deciding which internship site is best for you

These steps parallel the employment-seeking process and are covered in detail in this manual. Each chapter ( ) presents information for you to read and think about, ( ) includes exercises for you to complete, and ( ) lists, whenever appropriate, pertinent questions for you to ponder. The overall intent of the manual is to help you to develop effective internship tools and to refine your internship selection process. Throughout the manual, we have included examples from a variety of recreation and leisure service specializations (e.g., outdoor recreation, therapeutic recreation, hospitality, special events, community recreation, commercial recreation, tourism) to illustrate important points and concepts.

As you read the chapters that follow, remember that your department's internship coordinator is a critical link in your internship selection process. Each college and university has its own procedures and policies related to internships in recreation and leisure services; therefore, prior to finalizing each step of the internship selection process outlined in this manual, you should consult with your internship coordinator and, if appropriate, your academic advisor.

# 1

## Self-Assessment

“Whether you believe you can do a thing or not, you are right.”

—Henry Ford

This chapter intends to assist you in identifying who you are and what you have to offer a potential internship agency. We will help you to examine your own self-confidence, personal philosophy, personality traits, professional skills, limitations, and attitude toward work. In doing this, we hope to assist you with looking at your history/development and identifying those things that have helped you to become a unique human being. Examining yourself and your past is essential, because *all* of your life experiences help to determine how you will approach your career choices. Self-exploration will help you to reach the internship and career goals you set. Knowledge is power, and an in-depth evaluation of yourself will provide the knowledge you need to assume power over your professional life.

### ***In this chapter you will examine your own:***

- Self-confidence
- Personal philosophy
- Interests and needs
- Personality traits and professional skills
- Limitations and weaknesses
- Attitudes toward work and learning

## Self-Confidence

First, it is important to look at how you feel about your own abilities. If you believe in yourself, you are likely to have positive feelings about yourself *and* project a positive image to others. Since this is vital to your professional future, you need to take some time to assess your self-confidence. Specifically, you need to identify positive and negative statements (internal messages) that you make to yourself. It is especially important to note any negative statements and find ways to change them into positive ones.

Ask yourself the following questions. Each “yes” answer indicates that you are enhancing your own self-confidence and projecting a *positive* image to others. Do you:

- Regularly give yourself positive strokes for accomplishments?

Examples include the following internal messages to yourself: *I did a good job preparing my résumé. When I made that presentation, I displayed confidence and spoke with authority. Way to go! I deserve congratulations on completing that assignment.*

- Use positive self-talk when you approach a challenge?

Examples include: *I am confident in my abilities to perform this internship. I have what it takes to succeed in this internship. I have confidence in my interviewing skills. During this interview I will be on top, in control, and successful.*

- Use positive body language when interacting with others?

Examples include: *Displaying good sitting and standing posture, maintaining eye contact, using appropriate gestures to emphasize points, and smiling at appropriate times.*

- Use your voice effectively when communicating your thoughts?

Examples include: *Speaking in a clear and resonant voice, varying your inflection to maintain interest and emphasize important points, pronouncing words distinctly and with authority.*

Now, ask yourself the following questions. Each “yes” answer may mean that you are doing things to undermine your own self-confidence and project a *negative* image to others. Do you:

- Regularly give yourself criticism for things you do or mistakes you make?

Examples include the following internal messages to yourself: *There was not enough time to prepare a professional résumé. How could you be so stupid as to forget the answer to that question? There you go, messing things up again! You should have known better than to try that.*

- Use negative self-talk when you approach a challenge?

Examples include: *I can't do this job. I'm not good enough to get selected for an interview. I did not get the last internship, so I will not get this one. I shouldn't even bother to try, it's too difficult for me.*

- Rationalize or minimize your successes?

Examples include: *I don't deserve such a good internship. If it hadn't been for the help other people gave me, I never could have developed a decent résumé. Sure, I got the internship, but the competition wasn't very tough.*

Throughout the next week, analyze your own internal messages. Is your self-talk positive or negative? Do you give yourself credit for the good things that you do, or do you rationalize or minimize your accomplishments? If you find that you give negative messages to yourself, you need to work hard to change them. This can be done by:

- Being attuned to your self-talk
- Recognizing when a negative message is forming
- Interrupting, with positive thoughts, your own negative message *as soon as it starts*
- Consciously substituting positive self-talk in place of your negative message

Changing your self-talk is not easy. It is hard work, but it is well worth the effort. There are many examples of people who succeeded against difficult odds, and most of them did so because they would not allow negative self-talk to get in their way. By giving yourself positive messages, you will be able to maximize your abilities.

## Personal Philosophy

A personal philosophy of life is something we all have, but many people have not thought about their own philosophy long enough to define it clearly. Understanding your personal philosophy is important because it gives you an advantage in an internship interview and guides your search for fulfilling employment in recreation and leisure services. A sound personal philosophy allows you to describe who you are and what life means to you. It also provides direction in your life by helping you recognize what things are important to you.

To examine your personal philosophy, it helps to conduct a review of your life. How did you arrive at this point in your life? What life experiences have had a major impact upon your life? Who are the friends and relatives who have had an influence upon your life? What beliefs do you share with these individuals? What heroes have you had while growing up? What was it about their lives that made them heroes to you? Take a moment to reflect on these questions. The ultimate purpose of a life review is to help you answer this question: What *fundamental* concepts do you value most and use to guide your life's direction?

Once you have identified the concepts that are most important to you, you will be better able to answer fundamental questions about your professional future. Where do you see your professional life heading? What do you see as your eventual career and how do you plan to get there? How do you define professional “success”?

## Exercise Time



At this point, complete Exercise 1.1. By writing a one-page narrative describing your personal philosophy of life, you should be able to understand yourself better...and you should develop a better understanding of where you want to go with your professional life.





## Interests and Needs

Soon you will be required to make a very important and perhaps difficult decision—where to do your internship. To make this decision, you should have a good understanding of your own personal and professional interests and needs. What aspects of your personal and professional life add to your happiness? What leisure interests do you have? How important are they to you? What is it about a particular career or job that makes you interested in pursuing it? How important is it for you to work with creative people, to work for an understanding boss, to make a lot of money, to be able to upgrade your skills, to achieve promotions, to live in a small city, to live in a safe community, and so forth? These questions, and others like them, are important to ask yourself *before* you embark on your professional career. They will help you understand what things you need and want from both your personal and professional lives. Meeting your needs and interests may be essential in order for you to continue to be productive in your career and achieve the “success” you are seeking. In Chapter Three, you will have a chance to analyze how well prospective internship sites may meet your personal and professional needs.

## Personality Traits and Professional Skills

As an applicant for an internship position, you need to know your personality as well as your professional skills and potential. Over the years, you have developed a wide variety of skills, and each internship supervisor has requirements that must be matched to the skills of prospective interns. If you are to do an effective job of selling yourself to a potential internship supervisor, you must have a thorough understanding of your own personal and professional strengths. By knowing your strengths, you will be able to emphasize them during the application and interview process. Take this opportunity to examine your skills and potential, which will make you a “winner.”

The next few pages provide exercises to help you to assess your professional skills and potential as well as your personality traits. When completing these exercises, it is essential to be honest! You might also ask others close to you to review these forms and provide input. Sometimes others seem to know us better than we know ourselves. It is also important that you take your time completing these exercises. If they are done in haste, you will not receive the maximum benefit from them. These exercises intend to help you know yourself, and knowing yourself well is the cornerstone to building a successful professional career.

## Exercise Time



Exercise 1.2 is a Personal and Professional Assessment. Use this form to list your past and present work experiences and some skills you have acquired from each position. Also, list academic skills that you have gained in school and personality traits that you possess. This exercise is open-ended—that is, it allows you to choose descriptions of yourself and your abilities. Once you have completed this exercise, turn to Exercises 1.3 and 1.4 and complete the Professional Skills and Personality Traits Assessments. These checklists should help you to expand your awareness of traits and skills that are important for a student intern to possess.





## Exercise 1.2: Personal and Professional Assessment

This exercise is designed to assist you in examining your skills, achievements, and personality traits. Reflect on what professional and academic skills you have developed and what personality characteristics you demonstrate. Be honest and thorough in this self-evaluation. Use additional paper if needed.

### Professional Assessment

Experience (Paid or Volunteer)

Skills and Achievements

---

---

---

---

---

---

---

---

---

---

### Educational Assessment

What relevant skills and knowledge have I gained from my academic studies?

---

---

---

---

---

---

---

---

---

---



## Exercise 1.3: Professional Skills Assessment

Listed below is a variety of professional skills that may be important for you to demonstrate during your internship and throughout your professional career. This form can be used to: (1) identify specific professional skills you possess, plus those you need to refine or acquire; or (2) assess whether your skills match the requirements of the specific internship position you are seeking. This list does not include all possible professional skills. Feel free to add any additional professional skills that you want to assess, especially those important to your professional specialization or option.

Internship Position Title (Optional):				
Professional Skills	Already Possess	Already Possess But Need To Refine	Need To Acquire	Not Needed For Internship
Advising				
Analyzing				
Assessing				
Budgeting				
Communicating (written)				
Communicating (oral)				
Computing				
Conceptualizing				
Consulting				
Coordinating				
Decision Making				
Delegating				
Designing				
Directing				
Documenting				
Evaluating				
Goal Setting				
Initiating				
Instructing				
Leading				
Managing				
Marketing				
Negotiating				
Observing				
Organizing				
Planning				
Problem Solving				
Reporting				
Scheduling				
Selling				
Supervising				
Teaching				
Teamwork				
Writing				



## Exercise 1.4: Personality Traits Assessment

Listed below is a variety of personality traits that may be important for you to demonstrate during your internship and throughout your professional career. This form can be used to: (1) identify specific personality traits you possess, plus those you need to refine or acquire; or (2) assess whether your traits match the requirements of the specific internship position you are seeking. This list does not include all possible personality traits. Feel free to add any additional traits/skills that you want to assess, especially those important to your professional specialization or option.

Internship Position Title (Optional):				
Personality Traits	Already Am	Already Am, But Need To Refine	Need To Become	Not Needed For Internship
Able to laugh freely				
Able to say no				
Accepting of criticism				
Communicative				
Confident				
Considerate of others				
Cooperative				
Creative				
Determined				
Dynamic				
Empathic				
Enthusiastic				
Flexible				
Friendly				
Good listener				
Hard worker				
Honest				
Intelligent				
Loyal				
Motivated				
Open-minded				
Patient				
Poised				
Punctual				
Proud				
Reflective				
Reliable				
Resourceful				
Responsible				
Risk taker				
Self-reliant				
Spontaneous				
Stable (emotionally)				
Tactful				



## Exercise 1.5: Your Top 10 Assets

Now that you have assessed the professional and personal skills that will help to make you successful, it is important to recognize that some of these skills are more important than others. You need to identify *your* most important assets (i.e., strengths), those that will ensure that you will be a “winner.” Review the information you provided in Exercises 1.3 and 1.4. Then, in the space provided below, identify your top ten professional or personal assets. Students rarely have enough examples or descriptions of their assets. Do so in the second column.

Example	Assets
(e.g., Teamwork)	(e.g., Project coordinator for community-wide special event. Coordinated team assignments, meetings, budget and volunteers. Performed final project evaluation.)





## Limitations/Weaknesses

Everyone has limitations, and it is important for you to be aware of your personal and professional weaknesses. By knowing your limitations, you will be able to work toward overcoming them. The preceding sections and exercises focused on identifying your strengths, but they also enabled you to assess areas of weakness. Return to Exercises 1.3 and 1.4 and identify the skills or traits that you need to refine or acquire. Are any of these skills or traits important to success in the type of internship you are seeking? If so, you need to develop a specific plan for overcoming these limitations. During the weeks ahead, set goals that will help you eliminate or diminish these limitations. For example, if you are often late to classes or work, set a *reasonable* goal for next week (e.g., only being late once during the week). If you do not achieve your goal during the first week, keep the goal the same and increase your determination to achieve it. If you *do* achieve your goal for the first week, raise your expectations for the next week, and so on. Establishing reasonable goals and working hard to achieve them can turn limitations into assets.

## Professional Use of Technology

As most students are aware, social media (e.g., Twitter, Facebook, Instagram, Snapchat) offers a way for students to express themselves as well as connect with other students and professionals. You should be aware, however, that many human resource departments and potential internship supervisors will conduct a web search on an applicant prior to inviting the person for an interview. If you have posted unflattering or potentially embarrassing photos or content, you may lose the internship opportunity you are seeking. Before applying for an internship, be sure to review and “clean up” any unprofessional information that you have posted. Anything that might call into question your moral or ethical character could drop you from an agency’s interview list. You should also conduct a general search on your name to see what information populates. You might be surprised at what you find.

We also suggest that you open an email account that is used exclusively for professionally related correspondence. It sends the wrong message to a potential internship supervisor if your email address comes in as `big_stud@` or `druglord@`. You should also use professional language/grammar (not text language) when corresponding with a potential internship site supervisor via email.

## Attitudes Toward Work and Learning

Most internship supervisors mention a student’s attitude toward work and learning as being a major factor in their evaluation of the student’s performance. Having a positive attitude toward work includes being committed to the position and the agency, understanding and following the agency’s philosophy, and being dedicated to the delivery of services and products that benefit the agency. Internship supervisors are looking for students who will carry out and follow through on assigned duties, work well independently *and* with others, and be on time and eager to learn from their work experiences.

The attitudes you display toward work and learning during your internship will help to determine:

- How coworkers feel about you
- How well you rate on internship evaluations
- What type of employment reference letter you will receive after graduation
- How much consideration you will receive for any future job opening with your internship agency

## Exercise Time



It is vital to establish and to continue to demonstrate a positive attitude toward work and toward learning while you are at work. Exercise 1.6 offers you a chance to develop your Work and Learning Attitude Profile. Take the time to write down what you intend to do on your internship that will demonstrate your positive attitude.







## Summary

Chapter One formed the foundation for an effective internship search and a successful internship experience. It provided you with information and exercises to examine your personal and professional qualities. Once you have mastered the information in this chapter, you can move ahead with confidence because you have created a sound cornerstone for your internship experience. Knowledge of yourself provides baseline information for establishing internship and career goals, developing a high-quality cover letter and résumé, and preparing for a successful internship interview. Now it is time to move ahead by exploring what *you* want to get from your internship and your professional career.

