Following Up on an Internship

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“March Term” Intern Series: Part of Grad Global Impact (GGI)

I) Prepping for an Internship
II) Managing Up/Down/Around
III) Your Professional Identity
IV) Following up on an Internship
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I) Final Week
II) Regular Updates
III) Using the Network
IV) Taking Next Steps
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In the Workplace

- Tying up loose ends
- Securing a recommendation (or an offer)
- Discuss follow-ups
- Deliver final projects
- Thank you notes to internal contacts
- Connect with colleagues on LinkedIn
If you have an offer, get it in writing.
Dear Wendy,

Thanks for all of the help this summer. I’ve really enjoyed this ten-week opportunity to get to know Refrigerated Vegetables United. And I’ve been really excited to see that the internship has resulted in tangible progress on the Market Evaluation Project.

I’m looking forward to getting back to UChicago to finish up my program, but I’d also love to stay in touch. I’m at aj@uchicago.edu in case you would like to reach out, or if I can be helpful. Otherwise, I’ll touch base in a few months to check in. It would be great to get coffee and see how things are going with the team.

Finally, I’m hoping I can use you as a reference on future applications. Let me know if this is appropriate.

Thanks so much and talk to you soon,

A-J
Personal Goals

- Notes on what you accomplished
- Setting goals for return to UChicago (if you’re coming back)
- Setting up meetings with faculty advisor to discuss how the internship went
- What habits do you want to continue?
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Regular Updates

What does it mean to check in? Won’t it feel artificial to invent reasons to be in touch?

- Reasons for checking in:
  - Updates on progress toward completion
  - Company/organization in the news
  - Useful or pertinent link
  - Holidays
  - Extend an invitation to an event
  - Ask for insight into a connection

- Be **engaged** and follow through
Dear Wendy,

Hope all is going well! I wanted to check in and let you know that I’ll be defending my dissertation next week, and finishing up most of the requirements for the degree by February.

I’ve started to think about next steps and have been connecting with some really interesting folks around town in the refrigerated marketing space. It would be great to pick your brain a little bit about the right direction to go in. I can find time for coffee in the next two weeks around your availability.

Also I found this great piece on “Cold Markets” that I thought you might find pretty entertaining. Let me know what you think!

Talk to you soon,

A-J
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Using the Network

Add the internship to your LinkedIn profile:

- Include a short description of the position, and not just the word “intern”!
- Add a project that you completed—if you did not sign an agreement to reveal the details
- In your summary, include a willingness to connect and your email address
Using the Network

Who do you look for?

- People who USED to work for the organization

- Connections of your previous colleagues (ask for introductions)

- Other individuals and alumni in the space: you now have shared affiliations along several lines
Use LinkedIn alongside the UChicago Alumni Directory.
And start networking as soon as the internship is completed.
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Taking Next Steps

- Updating resumes and cover letters
- Talking about your internship with others of your peers/colleagues: be a connector!
- Get set to network with others
- When applying to jobs, be sure to check in with your old colleagues.
Questions?
aj@uchicago.edu