

## **English 491: Internship in English**

### Interviewing Etiquette

Most students are required to undergo a formal interview before they are accepted as interns at their site of choice. Please realize that the interview is your first chance to make an impression on your prospective intern supervisor. Dress neatly and professionally, keeping in mind the environment and nature of the internship site at which you're interviewing. (Obviously, you would not have to dress as formally for an internship at an art studio as you would for one at a corporate office.)

In addition, it's a good idea to have a resume on hand when you go to your interview, even though you are not usually expected to have any specific kind of work experience. Indeed, some supervisors will ask you to send them your resume before your interview. Go to Career Services if you don't have a sense of what a resume should look like. They can give you models and review drafts of your resume. Many students find it helpful to have a Business Writing textbook that provides models for professional letters, emails, memos, and other kinds of business correspondence. One text used by English professors in their courses is *Business Communication Today* (7th Ed) by Bovee, Thill, Schatzman. All the information you need is available here; it's up to you to provide yourself access to it.

Be polite during your interview, but feel free to ask questions and to show an interest in the duties that you would be expected to perform. Be yourself. Intern supervisors are people, too, and they know that you are also a person, not an intern clone. They want to see that you are a lively, interested person who is enthusiastic about working at their site. They will look for signs in you that you have curiosity about your prospective job and the duties it entails.

After your internship is over, send a thank-you note. These days sending an email to convey your thanks and excitement about the internship is generally deemed acceptable. However, if you prefer, you can send a written note instead.