

# HOW TO BE A GREAT INTERN

- 1 BE AN ACTIVE LISTENER**  
Pay attention to what the person is saying, don't interrupt, and seek clarification when needed.
- 2 BE EAGER TO LEARN**  
There are no stupid questions. Take notes in meetings as ideas move quickly. Write down terms, phrases, or concepts you want to understand better and then discuss with your supervisor.
- 3 HAVE A POSITIVE ATTITUDE AND OPEN MIND**  
Bring a positive attitude each day. Schedules may change so be flexible and learn to be adaptable.
- 4 BE PROACTIVE**  
There is always something you can be doing. If you have completed all your tasks and waiting on more, think about what you can do to improve your work. You could also research the industry, our markets, and our communities.
- 5 TAKE THE OPPORTUNITY SERIOUSLY**  
You never know where the relationships you build this summer will take you. Get to know those you are working with; this is an opportunity to build your network.

