

5 Things You MUST Do Before Leaving Your Internship



You may want to leave the company so much and feel like it is distressed to know you are going to leave soon; or the other way, you hope to stay in the company longer because of the good time you had over there. No matter how you feel about your internship, you should always remember to leave the professionally even if you thought you would never want to return. It all says about you yourself, and the way you take your internship.

1. Hand-write thank you notes

Writing thank you notes is an incredibly sincere way to delivery your gratitude to them. A hand-written note shows more personally about you, people will more probably more appreciate the notes and remember about you compare to an online message. You may not need to deliver the notes to all the people you work with in the company, but at least the people in your team/department. Even for the colleagues who you had the less interaction you must thank them too.

2) Appoint meetings with important people

Let them know how their teachings give an impact in your life. Show them your appreciation on the opportunity they have given to you throughout the internship. You may ask for their feedback on your professional and personal development so you can continue growing as you return to your university.

3) Connect with people you met from other companies

Most of the time during internship, you will have chances to meet with people from different companies, should they be the client of your company or your company is the client of them. You may send an e-mail to them to inform about your leaving and you hope to stay in touch with them. LinkedIn is a good tool for professional connection. You never know if you need to reach out to them in the future about a certain job or other opportunity.

4) Write about your experience

When you get back to your school, you may request to get your article published in your school magazine or in career blog. Promote your company as well in helping them for next internship recruitment. Potential future interns will get prepared for their internship with your sharing while the recruiters of your company will thank you for writing an excellent post in details about your experience in their company.

5) Set up a Google Alert for the company you worked for

Continuously receive updates about the comp when you're back at school. Send them greetings whenever they have success. You should do this if you are still passionate about the company, you do not want the people you worked with forget about you. A Google Alert will also notify you when the company is hiring, so you can be the first to apply.

Mark off these 5 items on checklist during your final week, then leave with no regret.