

Making the Most of Your Remote Internship

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If you've found yourself heading into a virtual internship, there's a few steps you can take to make it a meaningful and valuable experience. Follow these five tips to maximize your summer and build a great reputation at your company.

1. Overcommunicate

It's easy for there to be misunderstandings about expectations when starting any new job, and this is especially true when starting a new job remotely. When beginning a new project, confirm with your manager *exactly* what you are going to do and what the objectives are. This gives your manager confidence that you're on top of things.

2. Turn on your video

Seeing the person you're talking to is powerful. It allows you to read their body language and it allows you to strengthen your working relationships. When scheduling meetings, ask the other person if they're comfortable with it being a video call. Make sure you're dressed professionally when you turn on your video.

3. Network within your company

Working remotely requires extra effort to meet your colleagues since you aren't naturally running into each other in the hallway or at lunch. Ask your manager who they would suggest you meet within your team and other departments. Then, schedule 20-minute calls with those people to learn about their role within the company.

4. Take initiative

The best way to build a strong reputation as you launch your career is to go above-and-beyond. Take on the not-so-glamorous work even if it's not within your job description. If you notice a colleague is stressed, or you identify an additional way to add value, ask how you can help. The offer to do more goes a long way.

5. Stay in touch

After your internship ends, stay in touch with the people you met throughout the summer. Mark your calendar to reach out every 4 months – you can send an interesting article, share an update on your life, or schedule a catch-up call. This is how you keep people in your network and stay top-of-mind for new opportunities.

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