

How to Be the Best Intern You Can Be:

Tips and Tricks from Former Interns Who Have Not Only "Been There, Done That," But Have Done it Well.

Compiled by Ellen Poirier



Learn how to anticipate what your boss will want, and do it before they ask you to do it. It shows you're attentive and it shows initiative.

Always ask if anyone needs any help. Do this especially in a small office.

Stay late! Don't be quick to leave.

Have great e-mailing and communication skills.

Do everything you're asked to do ASAP.

Consider eating at your desk for lunch, so you can work extra time.

Talk, communicate, and network with EVERYONE!

Introduce yourself to everyone you will be working with during your first days on the job.

Take initiative and grab coffee and lunch with as many people as possible; listen to their stories and how they got to where they are because at one point they were in your shoes too.

Do everything with an open mind and a willingness to learn.

Really listen to directions and remember that every situation is an opportunity.

Be able to take criticism, and have an open mind.

Don't be afraid to speak up with ideas or questions, as long as they're informed. Your boss might be impressed with your initiative. e

Special Thanks to the former interns of *Teen Vogue*, *Details*, *Marie Claire*, *People*, *Brides*, and *Philadelphia*.