



## Making That First Good Impression!

*(Tips for that First Call...)*

You're about to make your first contact with your Internship Supervisor or Job Shadow host!

This "first impression" is a very important start to your successful working relationship! Here are a few tips to insure your success...

1. **Make a plan:** Don't just dial or start writing an email without creating notes of what you want and need to say.
2. **Either phone or email** can work, but make sure you are carefully professional either way.
3. **How will you greet your host?** "Hello Ms. Reynolds, I'm your Hart School District Summer Intern 'Sally Student'." (Please use your first and last name!)
4. **A Convenient Time to Talk:** Make sure you're talking to them at a convenient time: "I'd like to talk about my internship schedule. Is this a good time to make a plan?"
  - a. If they agree to continue, then proceed to explain your needs: "I need to schedule an interview with you as the start of my internship. I'm taking an internship class on Wednesday, (whatever date). May I make an appointment with you for Thursday (whatever date) or Friday, ...? Then we can begin our work together the following week."
    - i. Ask if there are any other instructions for your first visit to their business.
  - b. If they cannot talk with you at that moment, ask for another time or offer to email them: "Perhaps you could phone me back or is there better time I could call?... Or would you prefer I send you an email?"
  - c. Whatever they instruct you, make sure you do it promptly, and always answer ANY correspondence within a day.
5. **Thank them** abundantly for the opportunity! "Thank you so much for helping me with my career! I'll see you on (Thursday, the 19<sup>th</sup> at 'x' time... whatever you've arranged.) I really appreciate it!"

Follow these tips for business etiquette, and you'll be on your way to making a positive first impression. Maybe it will lead to great career opportunity!

**Good luck!**