

TIPS FOR A

# Successful Internship Experience

**10,000 Small Businesses Fellows** is an exciting opportunity bringing together college students with local entrepreneurs. The program provides paid internships (\$20/hour for 20 hours/week) for 12 weeks, where students gain real-world experience with small businesses in their community.



## Successful Fellows

- **Complete assigned projects and tasks** at your designated small business
- **Participate in all Goldman Sachs 10,000 Small Businesses Fellows activities**, including trainings, meetings and events
- **Are eager to learn and apply knowledge** from their studies
- **Stay organized, manage projects, and update their supervisor** on status
- **Work with college advisor and designated supervisor** to set clear and achievable personal development goals
- **Seek support and provide feedback** to their colleges about their internship experience
- **Meet, interact and build relationships with colleagues and mentors** who can provide help, advice, and professional connections
- **Clearly communicate any challenges** to the business owner, their supervisor, or the college in order to address in a timely way  
*This includes communication about uncertainty or difficulty with the project itself, as well as other barriers that could impede work, such as lack of proper technology, transportation, or childcare*
- **Participate in any research and evaluation activities** led by Goldman Sachs 10,000 Small Businesses Fellows, such as pre- and post-internship surveys, interviews and focus groups

# Tips for Your Application

→ Before you apply, be sure to confirm that you are ready to commit 20 hours per week to a paid internship with a small business

→ In your resume, include an “Academic Experience” section that lists classes you’ve taken, your expected graduation date, and any academic awards or honors. Include information about extracurricular activities in this section too

*Though if you have held a leadership position in any club or organization, you may want to consider listing that in the section of your resume that focuses on professional and work experience*

→ In your application:

- + Be sure to include a summary of any relevant professional skills and prepare examples of how you have demonstrated those skills (this will enable us to find an internship that suits your skills and experience)
- + Be sure to note any logistical considerations, including scheduling constraints or transportation needs
- + Think about aspects of your previous academic or professional experience — like project management or customer service — that could apply in the new setting
- + Include examples of proactive responsibilities that you've taken on. Draw not only from your work experience but also self-employment and volunteering

