

## Key to Success in your Internship

Before you start your internship, please note the following points.

### 1. **Don't be late or absent without notice.**

In case you cannot participate due to urgent matters or there is possibility to be late for work, please call the internship, directly to the person in charge. Similar in the case of train delays.

[Things to be especially careful on your first day]

In case the internship is a complex building that includes multiple companies and organizations, please make sure you consider the time of arrival to the floor you work. It can delay your time of arrival especially during the crowded morning rush hours. However, although it is necessary to be ahead of time, it does not mean earlier the better. You should aim to arrive 5-10 minutes before the time.

### 2. **Dressing neatly gives good impression.**

The clothing may be specified depending on the internship. Also the definition of “cool biz” and “office casual” are based on each company/organization’s standard. In case you are worried, you should check with the person in charge beforehand. Even in case other than suits, please avoid wearing sandals, excessively exposed clothes, and ripped denim. Please do not forget you are considered as one of the members of the organization during internship.

### 3. **Keep good communication in the workplace.**

You should regularly greet cheerfully such as “Ohayo gozaimasu (Good morning)” and “Osaki ni shiturei shimasu (good bye)” so that the people will remember your face. When you have questions about the work, or when you complete a task, you should report or discuss it with the person in charge without judging by yourself alone.

### 4. **Keep information confidential.**

The information you handle at the workplace may contain company’s confidential matters. You should not disclose the information you got during the internship, such as talking to the outside or posting on the internet and SNS. Also when using computers please do not save any data in your own memory device without permission. This applies to after the internship. Please be very careful handling the information. Also please be careful of entering a space not specified or moving any equipment.

### 5. **Keep daily notes.**

During internship you should write down all the tasks every day. Even if it is not required, it will be an important record to reflect on daily tasks, to imagine the next day’s task, and to utilize it in your future student life and career.

## After your Internship

### ① Reflection of the experience and growth

In order to avoid making the internship just an experience, please reflect on it for your further growth. It is important to think how you can utilize the experience to your own career formation. It could become a hint for how to spend the time proactively until you graduate. Also if you organize what you experienced, how you feel, and your growth before making a thank you note to the internship, you can write in more effective words for the other person to understand.

Please reflect on the internship while the memory of internship is still vivid.

#### 1. Internship Overview

Name of company/organization:

Industry/business description:

Internship department/job type:

Period of time/ number of dates:

#### 2. The internship task that you remember the most

#### 3. What you felt, learned, and grew from the above task

#### 4. How you would like to utilize it in future

② **Creating and sending a thank you letter**

After the internship, you should immediately write a thank you letter.

Please write “what you have learned and how it contributed to your growth” through the internship and with gratitude. It is best to send the letter immediately after the internship, but you can also send one within a week.

Below is a sample letter. It is for your reference, but it does not have to be the same word by word. Imagine what the person in charge would feel if he receives a thank you letter in the same format from all the intern students. Please write to convey your gratitude.

**Thank you letter (Sample)**

\*Note: Letter in English is also acceptable.

Closing	What you have learned, gained, grown	Opening
<p style="text-align: right;">平成〇〇年 〇月 〇日</p> <p style="text-align: right;">法政大学 〇学部〇年 氏名</p> <p style="text-align: right;">〇〇株式会社 〇〇様</p>	<p style="text-align: center;">(学んだこと、身についたこと、成長について具体的に書く)</p> <p>〇〇様をはじめ〇〇部の皆様には、改めて感謝申し上げます。</p> <p>今回の経験を活かし、〇〇〇〇してまいります。</p> <p>今後とも、ご指導の程、よろしくお願ひ申し上げます。</p> <p>末尾になりましたが、皆様のご多幸を祈念申し上げます。</p> <p style="text-align: right;">敬具</p>	<p style="text-align: right;">拝啓 時下ますますご清栄のこととお慶び申し上げます。</p> <p style="text-align: right;">先日、貴社のインターンシップで大変お世話になりました、法政大学〇年の〇〇〇〇と申します。</p> <p style="text-align: right;">インターンシップの、〇〇の業務を通じて</p>

**Points:**

- ① Write the name of company without abbreviation. For example, write “corporation” instead of “co.”.
- ② In case the department of your contact and the department where you worked is different, send the thank you letter to both departments.
- ③ Write thoroughly in your own words what you have learned and how you have grown.
- ④ Also write how you would like to utilize the internship experience in future.

-end