

# CAPIP NEWS

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*A Newsletter for and about Carl Albert Public Internship Program  
Executive Fellows and Undergraduate Interns*

## Making the Most of Your Internship(s)

*by Randall S. Hansen, Ph.D.*

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**C**areer counselors, employers, and others have long touted the importance for college students to work one or more internships during their college years, and a recent study released by the Vault.com shows that college students are listening: almost 9 out of 10 (86 percent) college graduates reported completing at least one internship, and more than two-thirds (69 percent) reported completing two or more internships.

So, knowing that you will have one or more internships during college, what are the keys to making the most of your internship? What follows are the 12 keys to internship success. Follow these guidelines and you should be well on your way not only to a successful internship, but to a successful career.

**1. Set Personal Goals.** While some internships are very structured, others are not, so you need to spend some time before you start the internship setting goals that you want to accomplish. Maybe it's deciding on what area within marketing that you want to specialize, or learning new skills, or building your network. Whatever your goals, you will feel a greater sense of accomplishment once you achieve them. Hint: Setting unrealistic goals could make even a good internship seem bad, so make sure your goals are realistic and attainable in your internship.

**2. Have Regular Meetings with your Supervisor(s).** Sound obvious? Well, maybe, but you may get a supervisor who never schedules meetings with you or travels quite a bit, so you have to make sure to have regular meetings where you can share experiences and lessons learned -- both good and bad -- as well as give progress reports. Hint: While you want to keep your supervisor abreast of your accomplishments, remember to also be a good listener and learn as much as you can during these meetings.

**3. Tackle all Tasks with Enthusiasm and a Positive Attitude.** In just about every company, the new hire/intern is going to have to "pay his or her dues." You will undoubtedly be given some grunt work to do, such as making photocopies, but the key is to complete all your work assignments with the same level of enthusiasm and professionalism. Hint: You might also consider working extra hours (beyond the required number for the internship) to show your work ethic to your supervisor(s).

**4. Avoid Negativity.** The quickest way to kill a good intern-

ship is being negative. So, avoid complaining, being rude, disrespecting coworkers, arriving late, leaving early, being closed-minded, missing deadlines, appearing arrogant, wearing improper attire, acting unprofessionally, appearing inflexible, and taking part in office politics. Hint: A common mistake among interns and new hires is treating secretaries and clerks as being beneath them -- avoid this behavior at all costs.

**5. Never Shun a Chance to Learn More About the Company/Industry.** Take every opportunity presented to you to attend company or industry meetings, conferences, and events; participate in training workshops; and read all company materials. Hint: Meetings may appear (and actually be) boring to you, but they can often offer a good chance to increase your knowledge, network, and build relationships.

**6. Get as Much Exposure as Possible.** Some of the best internships rotate you among departments and supervisors, but if yours doesn't, don't let that stop you from tackling new tasks, meeting people outside your department, and attending company social events. The more you are exposed to new ideas and new people, the more you'll learn. Hint: Joining the company softball team (or other informal group) is a great opportunity to meet new people in a relaxed and informal environment.

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**G**reetings to all CAPIP Undergraduates and Executive Fellows! My name is Denae Edwards and I am the new OPM Coordinator for the Carl Albert Public Internship Program.

I am very excited about the new opportunity I've been given and eager to share my ideas and experience. I believe that the CAPIP is a great way to solidify your learning experience. It is my goal to help you in any way and to insure the program makes a positive impact on your future.

If you have any questions, please feel free to contact me any time at [Denae.Edwards@opm.ok.gov](mailto:Denae.Edwards@opm.ok.gov) or (405) 522-1737.

## Making the Most of Your Internship(s)

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**7. Don't be Afraid to Ask Questions.** Always remember that an internship is a learning experience for you. While the employer expects to get a certain level of work from you, you are not expected to know everything. Seek advice and raise questions whenever you encounter something that is not familiar to you. Be open-minded about new ideas and procedures -- remember that you don't know everything and that your professors didn't teach you everything. Hint: Smart people know that there really is no such thing as a dumb question, so ask before doing.

**8. Take Initiative.** Employers love employees who dive into tackling tough problems and who think "outside the box" in finding solutions. Just make sure you work with your supervisor(s) so you don't overstep your authority -- and make sure you share successes with her. Hint: There is a fine line between taking initiative and being perceived as a "know-it-all," and for interns especially, it is best to err on the side of caution.

**9. Find a Mentor.** A mentor is someone at a higher level in the organization that looks out for you and makes sure you are learning what you need to know and accomplishing what you need to do. A mentor can also shield you from office politics and be a good sounding board for you to discuss ideas, ask questions, etc. Hint: Your supervisor could be your mentor, but it could also be another person within the organization.

**10. Network, Network, Network.** One of the key tools of job-hunting is utilizing your network to find your next career step, whether another internship or a job upon graduation (and beyond). Build professional relationships with your supervisor(s) and other managers in the organization. These people are also a good source for getting other job-hunting advice and tips from their years of experience. Hint: Even if you have a bad experience on an internship, never burn your bridges because you never know when it could come

back and hurt you. Always leave on good terms.

**11. Leave with Tangible Accomplishments.** One of your goals with any internship is leaving it with some tangible results - both for your resume and your career portfolio (if you use one). Maybe you developed a brochure, computerized an inventory system, organized a sales conference, met with clients, tracked industry trends, etc. Hint: Keeping a journal may help you remember all the things you accomplished on your internship.

**12. Enjoy Yourself.** Most internships are great experiences, so make sure you have some fun while you're working and learning. Don't be so uptight that you are perceived as something you're not. Hint: Just make sure you don't overdo the fun -- and avoid office romances.

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### The Cover Letter Factor

By Jimmy Sweeney Author of the brand new, "Amazing Cover Letter Creator."

#### Why the Cover Letter Matters So Much

There is so much emphasis today placed on good communication - no matter what it is you are trying to achieve - that a great cover letter is an opportunity that should not be missed to show how eloquent and how naturally intelligent you are. Especially when you are applying for a job. Let's face it, putting a resume together is hard enough as it is, and some of the time you may not have exactly the

credentials you need to be certain that you can land your dream job, no matter how much you know you can excel at it. But there is a secret that you ought to know: you can blow any potential job interviewer away with an outstanding cover letter.

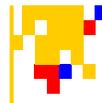
If you think that sounds like a bunch of baloney, consider this: your resume is the thing that gets read last. It gets put onto a heap with a collection of others, which for a really great job may number in the hundreds. It is only in the evaluation phase at the end that it will get considered at all. The key when you are applying for any job therefore is to get onto that shortlist. Your cover letter, if it is succinct and to the point - and if it can offer enough tantalizing information about what it is you are capable of doing - can ensure you make that shortlist. In the exact same way, if your cover letter doesn't match up, it may shock you to know that shortlist may continue to be forever elusive.

#### The Cover Letter as Phone Call

Think of it as a written version of an introductory phone call. If you only had one minute on the phone with the person who decides whether or not they are going to hire you, what would you tell them? What would be the three or four pieces of information you know that you absolutely would like them to know about you, that you think could ensure their interest in meeting you? You certainly wouldn't start by reading your resume to them. Besides the fact that you would need substantially more time in order to do that, you can certainly imagine how boring it would be for the listener to hear a list of achievements and goals, declared verbally.

Instead, that phone call would focus on igniting a spark with the person offering that job. It would be designed to get them believing that they would like to meet you, like to know you and consequently it will bias them in favor of hiring you. Your cover letter is exactly the same thing. You should know that often times, the requirements listed for a job can be overlooked if the person hiring believes that you are the sort of person that will add value to their company. At the end of the day, skills can be learned and often they can be learned quickly. Hiring someone with those exact skills from day one is often considered to be second prize when compared to finding personalities that are exciting to work with.

[http://www.jobbankusa.com/cover\\_letter.html](http://www.jobbankusa.com/cover_letter.html)



## Congratulations Summer & Fall 2007 CAPIP Graduates!!!

**Paul Brodersen**  
 Master of Science  
 Political Science  
 University of Central Oklahoma

**Nineveh Haysbert**  
 Master of Science  
 Rehabilitation Counseling  
 Langston University

**Cynthia Kidd**  
 Master of Science  
 Rehabilitation Counseling  
 East Central University

**Andrew Hester**  
 Master of Business Administration  
 Oklahoma City University

**Chetan Malhotra**  
 Master of Business Administration  
 Health Care Administration  
 Oklahoma City University

**Evan White**  
 Bachelor of Arts  
 History  
 University of Oklahoma

**Lauren Skora**  
 Bachelor of Arts  
 Applied Economics  
 &  
 Bachelor of Business Administration  
 International Trade  
 University of Central Oklahoma



### CAPIP Stats

37 Executive Fellows and 12 Undergraduate Interns are currently working in 19 different state agencies.

Current Executive Fellows and Undergraduate Interns attend the following colleges and universities:

*East Central University  
 Langston University  
 University of Arkansas  
 University of Central Oklahoma  
 University of North Texas  
 Northwestern Oklahoma State University  
 Oklahoma City University  
 University of Oklahoma  
 University of Tulsa  
 Oklahoma State University*

The CAPIP applicant pool consists of 60 graduate students and 51 undergraduates.

### **Don't Forget**

...to update your CAPIP file at the end of each semester with:

- **Grades from the semester just completed,**
- **Enrollment for the next semester,**
- **Training attendance verification,**
- **Change, if any, in name, address, phone, e-mail, etc.**

For questions Email:  
[Denaedwards@opm.ok.gov](mailto:Denaedwards@opm.ok.gov)

# Carl Albert Interns Hired Since July 2007

## Executive Fellows

**Oklahoma Conservation Commission**  
Kevin Burgess  
Oklahoma State University

Judith Matthews  
University of Oklahoma

**Office of Personnel Management**  
Lena Daniels  
University of Central Oklahoma

Millicent Roozen-Irby  
Oklahoma City University

**Oklahoma Insurance Department**  
Shervon Ceromain  
Oklahoma City University

**Office of Juvenile Affairs**  
Lesli Rey Johnson  
Oklahoma State University

Christina Cantrell  
University of Tulsa

**Oklahoma Health Care Authority**  
Chetan Malhotra  
Oklahoma City University

**Department of Human Services**  
Christy Hallinan  
University of Oklahoma

Lia Tepker  
University of Oklahoma

**Department of Rehabilitation Services**  
Nineveh Haysbert  
Langston University

Wendy Bohanan  
University of North Texas



## Undergraduates

**Lieutenant Governor**  
Kyle Beam  
University of Oklahoma

**Office of State Finance**  
Reuben Fredricks  
Oklahoma State University-Okmulgee

**Department of Corrections**  
Corey Johnson  
Oklahoma State University-Okmulgee

**Oklahoma State and Education  
Employees  
Group Insurance Board**  
Daniel Brower  
Oklahoma State University-Okmulgee

Stacia Brower  
Oklahoma State University-Okmulgee

Amna Choudy  
Oklahoma City University

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*Administrator and Cabinet Secretary for Human Resources & Administration*

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