



PREPARING FOR YOUR CAREER EXPERIENCE

Starting a new internship, job, research project, or leadership role can be exciting, and preparation is key to making the most of it. Strong preparation builds confidence, helps you navigate challenges, and sets the tone for professional growth.



1 *Understand the Role and the Environment*

- **Know what success looks like.** Revisit the job description, expected deliverables, and who you'll be working with.
- **Learn the culture.** Research the organization's values, leadership, and recent work to understand how they operate.
- **Handle logistics early.** Clarify your schedule, dress code, remote setup or commute so your focus is on showing up ready.

2 *Set Clear, Purpose-Driven Goals*

- **Define your 'why'.** Ask yourself: What do I want to learn? What skills do I want to grow?
- **Match your goals to your role.** Even basic tasks can build critical experience if you approach them intentionally.
- **Track your growth.** Use reflection tools, notes, journals, or feedback logs, to stay aware of your development.

3

Build and Refresh Skills

- **Brush up on relevant skills.** Whether it's Microsoft Office, communication, or other technical skills, refresh before you're tested on the job.
- **Practice introducing yourself.** Know how to confidently explain who you are, what you're studying, and what you're excited about.
- **Work on your soft skills.** Listening, time management, and emotional intelligence will carry you far, regardless of the field.

4

Organize Your Life Around It

- **Plan your routine.** Build a weekly schedule that supports work, school, and rest — burnout helps no one.
- **Get your workspace ready.** Whether you're remote or in-person, make sure your setup supports focus and productivity.
- **Prepare for transitions.** Anticipate busy weeks or major deadlines and plan ahead.

5

Step In With a Growth Mindset

- **Expect to learn, not to know it all.** Ask questions, seek feedback, and be okay with not having every answer.
- **Be proactive.** Don't wait to be told, look for ways to add value, help teammates, or improve a process.
- **Bring a positive presence.** Energy, professionalism, and humility leave lasting impressions.

6

Build Relationships Intentionally

- **Connect beyond your team.** Ask others about their career journeys, projects, and advice they'd give you.
- **Find informal mentors.** Look for people whose leadership, work ethic, or path you admire.
- **Stay in touch.** Express gratitude and stay in contact after the experience. Today's colleague is tomorrow's reference or connection to an opportunity. When you prepare with intention, you don't just show up: you stand out, grow faster, and leave with confidence, clarity, and connections.