



## Keep Communication Professional

### **BASIC TIPS:**

- Staying professional in your career is vital. You are creating a “brand” for yourself from the time that you start looking for an internship or co-op, all the way through your career until you retire.
- It’s important to not become too casual when communicating with employers or other professionals while seeking an internship/co-op.
- Don’t use slang when communicating with others during your internship or co-op. Be professional and courteous in your interactions with others and be sure to represent the company well when interacting with clients.
- In written communications, be conscious of grammar and check for spelling and punctuation errors.
- Be professional and put your best foot forward in both oral and written communications that you have with recruiters or company representatives.
- From the moment you park your car and walk through the door for your internship or co-op, you need to have a professional demeanor. That may mean shutting off your cell phone for example and leaving it in the car, so the temptation to text at work isn’t there.
- Make sure that you keep communication professional at all times during your internship/co-op. It will pay off, and higher ups at the company will likely take notice!