

## **You've got the finance Internship, now how to convert to a fulltime offer...**

Congratulations, you have secured an internship! This will be a fantastic opportunity to learn and develop skills to take into the work place after graduation. Below are some tips that will help you to secure a full time offer at the end of the summer..

### **Professionalism:**

- ALWAYS be polite and professional! This applies in all settings:
  - In the office and out at lunch and dinner – you are being evaluated at all times
  - With the most senior people in the firm, your peers and everyone in between (including HR, the people on the front desk as you enter the building, and the cleaning staff).
- REMEMBER that the market is a small place, people talk and have long memories. Not only are you protecting your own reputation, but the reputation of DUKE and your classmates as well.
- ALCOHOL POLICY:
  - If you are under 21: DO NOT drink alcohol, *regardless* of who invites or even encourages you to do so. Underage drinking will lose you a full time offer and may even be cause for immediate termination of your internship.
  - If you are 21 or older: DRINK IN MODERATION; even if everyone else is getting drunk, stay sober.

### **Good attitude and a strong work ethic:**

- ALWAYS arrive at work early.
  - If you are the last intern to show up every day, this will count against you.
- SEEK OUT work. Always ask if there is anything you can help with before leaving for the night.
- BE POSITIVE: the hours can be tough, but complaining about it will be viewed negatively. It's important to have a good attitude and show dedication.
- CONFIRM DEADLINES for deliverables.
- ASK QUESTIONS if you don't know how to do something, but adhere to the hierarchy when asking questions
  - For general help (e.g. with an excel shortcut), ask fellow interns first – then ask an analyst. Don't take this type of question to a senior person
- BE A TEAM PLAYER. Recognize the importance of assisting your team; it's not just about you!

### **Accuracy:**

- VERBAL accuracy: Attention to detail is critical - No typos!
- NUMERICAL accuracy: With spreadsheet modeling, make sure that your numbers make sense
- FORMATTING consistency: Formatting is important in banking – adhere to the templates you have been given and check for consistency.
- PRINTOUT review: Print out work to review before submitting. It's much easier to spot typos and numerical errors on a printed copy.
- VISUAL appeal: make sure that the printed version is visually easy to read and correctly formatted on the page.

### **Networking:**

- First and foremost your priority is to the desk or group that you are assigned to.
  - It's OK to talk to other desks within your firm, but don't do it when you should be working for your current desk or group.

- Take the opportunity to talk to other desks at networking events arranged by the firm
- If invited for coffee/lunch by someone from another group, accept – but make sure that the timing does not conflict with work you are doing for your current area.
- It's OK to keep in touch with contacts at other firms and attend networking events elsewhere – but don't go to other firms' networking events on a weekly basis! Trade off the opportunity to meet with other firms with the impression you are making on the firm you are interning with.

#### **Emails/cellphones:**

- NEVER use your work email address for personal use.
  - Your work email is monitored. Even just forwarding an email joke outside the firm will count against you getting a fulltime offer.
- NEVER access your personal emails or make personal phonecalls at work.
  - Most firms block sites like Google, Yahoo, Facebook to prevent personal email access
  - Don't even send emails from your personal email on your smart phone – *anything* sent inside the building will be traceable.
  - If you need to make a personal email or call, go *outside* of the building to do so.
- ALWAYS respond to business emails in a timely manner.
  - You may be surprised that people sitting close to each other in the same team will communicate via email. It keeps the team informed and there is a record of what has been asked of you. Be sure to read and respond to all emails quickly! Even if just to acknowledge the task that has been delegated to you.

#### **Dress-code:**

- Banks are generally conservative institutions. You want to make a good impression but you do not want to be noticed because of your outfit.
  - Keep it smart, simple and comfortable
  - If you are at work on a weekend, business casual is likely to be the most appropriate.
  - If in doubt, err on the side of conservative / formal.
- For Men:
  - Wear a dark suit with a plain shirt (white or pale blue is safest) and a simple tie (no crazy colors or patterns).
  - Shoes should be black or brown and polished.
- For Women:
  - Fashion is not important for a finance intern. While there may be people at work wearing \$600 shoes and carrying \$3000 handbags – this is not appropriate for an intern.
  - Stick to skirt or pant suits in dark colors. Make sure the skirt length is not too short and that you feel comfortable sitting down .
  - Wear a simple shirt or top; avoid anything sheer or with a low-cut neckline.
  - Dresses are OK but stick to something tailored in a dark color that you can wear with a jacket/blazer. Patterned dresses can look too casual.
  - Shoes: heels are most common, but avoid anything with a heel height over 2-3 inches – you need to remember the comfort factor for 12+ hours a day. Simple, tasteful court shoes are best, no bright colors or open toes, even if it is summer and 90 degrees outside. Definitely no strappy sandals!
  - Nail varnish: views vary on whether it is appropriate. Best to avoid anything dark or bright.
  - Accessories: simple and discreet is OK, nothing big or bulky.