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Titolo	Brilliant intern : how to get the best internships and make them count / / Andrew Scherer
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Nota di contenuto	Table of Contents About the Author Acknowledgements Introduction PART 1 Finding an Internship 1. Selecting a sector 2. Advertised internships 3. Internship agencies and recruitment services 4. Speculative applications and hidden internships 5. How to avoid bad internships 6. CVs and cover letters 7. Interviews PART 2 During your Internship 8. Preparations and expectations 9. Your first day 10. Your mentor 11. Your boss 12. Your colleagues 13. Social media and the workplace 14. Day-to-day office life 15. Networking PART 3 After your Internship 16. Securing that job 17. Your Reference 18. Your new CV 19. Staying in touch Conclusion PART 1 will look at all the processes involved in securing a beneficial internship, offering advice and insights into what areas are available (particularly emerging industries) and what kind of person might suit a sector. It will then offer guidance to the reader on the best places to find these opportunities both publicised and hidden, and how to make the most of your application, from initial contact to interview stage. Crucially, PART 1 will also give expert advice on warning signs to look out for when applying for internships, ensuring candidates are not exploited or find themselves in a position they did not want. PART 2 will walk the reader through all the aspects of conducting a successful internship, dealing with issues that a potential intern, particularly one who may not have experienced an office environment before, may not be aware of. It will range from

ensuring you have everything ready to ensure your first day runs smoothly; keeping expectations realistic; managing relationships with superiors, colleagues and clients; and new potential stumbling blocks at work, such as the advent of social media and the implications thereof. PART 3 will help the reader maximise their internship experience after it has finished. It will deal with securing a positive reference, how to update your CV/cover letter accordingly to include the extra experience, and give advice on cultivating the contacts made during a placement.

Sommario/riassunto

'Brilliant Intern' is the essential guide to what is fast becoming an essential part of every graduate's career path - an internship. It will take you through the process of finding a relevant, meaningful internship.

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Cover; Copyright; Contents; Introduction; 1 Hi...Nice to Meet You
Hola...Encantado de Conocerle; 2 Yes, No, Maybe Si, No, Quizas; 3
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¡Vamos a Salir!; 5 Talk to Me! ¡Hablame!; 6 Coming and Going Ir y
Venir; 7 Eat, Drink, Be Merry Come, Bebe, Disfruta la Vida; 8 Likes and
Dislikes Me Gusta, No Me Gusta; 9 Insults and Quarrels Insultos y
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Sommario/riassunto

Making Out in Spanish is a fun, accessible and thorough Spanish phrase book and guide to the Spanish language as it's really spoken. If you are a student, businessman or tourist traveling to Latin America or Spain and would like to have an authentic and meaningful experience, the key is being able to speak like a local. This friendly and easy-to-use Spanish phrasebook makes this possible. Making Out in Spanish has been carefully designed to act as a guide to modern colloquial Spanish for use in everyday informal interactions?giving access to the sort of catchy
