

## **How to mess up your internship, have a miserable time in Washington, and lengthen your stay in Purgatory.**

### **The Application Process**

- Fail to return phone calls and emails;
- Send cover letters and resumes with errors in spelling, grammar, and diction;
- Ignore the instructions on application forms;
- Send application materials to the wrong person;
- Leave a “colorful” message on your voicemail;
- Fail to provide adequate contact information;
- Apply to offices that you do not know or have not researched;
- Forget to ask what interns actually do in the office;
- Commit to an internship and then renege when “something better” comes along;
- Forget to withdraw other applications once you have accepted an internship.

### **Work Habits**

- Show up late to work;
- Leave work without telling anyone where you are going;
- Forget to tell your supervisor about program events you must attend;
- Show disrespect for coworkers;
- Break commitments;
- Disregard details;
- Wear inappropriate clothing;
- Cover up or ignore your own mistakes;
- Argue with constituents;
- Talk to reporters without clearance (unless you work for the media);
- Badmouth the boss (anytime, anywhere);
- Refuse to do any “intern” work;
- Neglect to ask (politely) for substantive work

### **Apartment Life**

- Rent without knowing where the apartment is, how much it costs, and what it includes;
- Fail to consider location and proximity to transit;
- Neglect to read the lease;
- Form a housing group with people you neither know nor learn about;
- Annoy your roommates;
- Let your roommates annoy you without saying anything;
- Assume that your roommates will do all the cooking, shopping, and cleaning