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CTE Internship

Internship at O.T.R. LLC.

**Experience Reflection Essay**

The opportunity to enroll in a Professional Internship class is an extremely valuable one. The purpose of doing this internship is to gain valuable work experience in ones desired field. During the in-class portion you are taught how to present yourself as a business person and then you are released into the field to begin gaining knowledge and experience. Just like with any new process in life, you often end up discovering more then you expected.

The first step in this class was the in-class, “how to” section. During this section we were taught how to compile important professional documents, some of these were resumes, business cards, applications, and numerous other documents that may be necessary so acquire a job. The capacity to create these is an essential skill that is so important in the process of job searching. Possessing these skills makes me that much more appealing to an employer trying to decide who to hire. It goes without saying that I will most definitely take the skills that I learned in this section of the class with me.

The experience that I gained in how to present myself in a professional, business manor is part of what internship is all about. I am now aware of what it is like to work in an office like setting with numerous other employees. In order to have these relationships prosper and be productive you have to carry yourself not only in a professional manor, but in a polite and helpful one. Before taking this class and doing the hours required I was unaware of how careful one had to be in regards to these relationships. This knowledge is definitely something that will greatly benefit me in my future works.

The entire purpose of professional internship is to acquire work experience to aid you in your future employment. Spending 100 hours doing the same things, day in and day out, I definitely acquired that experience. I now know how to help run an office and keep the daily needs of all employees met. I have learned a great deal about the repossession/recovery industry that I otherwise would not have been able to. I was aware that in the 100 hours I spent volunteering, I would gain some knowledge, but I never could have imagined that it would be at this great of a volume. All through this internship I constantly learned new things about myself, how I handle myself in certain situations, and how I conduct myself with others. The opportunity to learn not only a trade, but about whom one is as a person is almost of immeasurable value. The opportunity to gain this experience and knowledge is something that I am extremely appreciative of.

Completing professional internship has made me a much better candidate for employment. I would recommend professional internship to any student interested in gaining valuable work experience and bettering themselves professionally. I have acquired valuable knowledge and experience in this class that will positively affect myself and my future.