

## CHAPTER 5

### CLOSING

#### 5.1 Conclusion

Got an opportunity to become an intern in Ministry of Foreign Affairs for 2 months is such as a good experience to me to learn a lot of new thing and found myself working like an office employee. Through this internship I've gain several skills like operated photocopy machine, telephone etiquette, meeting receptionist etc. Not only gain practical skills but I also get to know how world of work is and build a good relationship with other interns and employees. The internship provides many things for student to learn and improve themselves from outside of University.

Internships give you the chance to test-run the knowledge that you have gained while learning new skills in the process. During the internship, I got a lot of help for other internships student and employees which make me realized my lacks in many ways. As state above in previous chapter, there is a lot of new thing that I never faced it before like being the recipient of a meeting attended by officials, discussing issues of foreign relations, taking care of travel agency letters and calling for meeting invitations which make the internship is valuable and important. Internship is also given me a proper training, assignments, and duties without the added pressure and gave me a little insight into dealing with the actual working life.

## 5.2 Suggestion

Despite the benefits I got from the internship, the task that I am working on is not really related to what I can get from University which make me confused at first and afraid to ask the employees about the work. Because from what I see in the Ministry of Foreign Affairs, there are many of internship Student that majoring in International Relation. It is better to open new links to another institutions or companies that related to English Diploma 3 that we can improve our skills based what we got from the University. In addition, lack of information about the internship that will be conducted.

In the Center for Multilateral Policy Assessment and Development, I found an obstacle about the lack of telephone or e-mail contact to invite guests. The Interns needs to look for one by one contact of the guests to be able to submit invitations and it always happens when there is an event to be held and takes a long time to find it.

