

Applying for work experiences outside of University

Traditional internships often take place over summer holidays. They are often paid and completed before you graduate (but not always). They can be across all industries and sectors.



Tips for applying for advertised external internships

- ✓ **SEARCH**
Which websites are the most helpful?
Think creatively, use keywords, ask career consultants.

- ✓ **UNDERSTAND**
What is the purpose of the internship?
Alongside the advert and job description, don't forget about the organisation's website and its purpose and culture.

- ✓ **CONNECT**
Before applying can you find out more about the organisation to make a good impression?
Can you meet employers/recruiters at expos or presentations and perhaps connect on LinkedIn? Or could you ring or email key contacts with some specific and relevant questions?

- ✓ **UTILISE and CREATE**
Use online resources and attend workshops and appointments to help create a targeted application.
Use keywords and address key requirements and skills with specific examples from your volunteering, study and work experiences.

- ✓ **PREPARE**
Use resources and support to prepare for interviews and assessments.
Know your application, be enthusiastic, and learn about STAR interviews answers.

Useful links

- [Get ideas for degree related internships](#)
- [Start searching for internships online](#)
- [Network with employers advertising internship](#)
- [Create great applications and get prepared for interviews](#)
- [Get personalised support](#)

