

# GUIDE: OBTAINING a WIL INDUSTRY INTERNSHIP



*The first stage of securing any job, whether an internship or paid opportunity, is to ensure you have a professionally presented, up to date resume.*

### **Step 1. Resume & Expression of Interest (EOI) – (an EOI is similar to a cover letter).**

Writing applications can be time consuming. The Resume help sheet, [accessed via this link](#) will guide you if you don't already have one.

**Important:** be prepared!

Before putting together your resume and EOI, ensure you have researched the company.

**Important:** each employer will have differing expectations!

Reflect on your demonstrable soft-skills most compatible to the opportunity; it doesn't matter if you lack technical skills as these are what you will develop during your internship.

**Important:** on average, 6 seconds is all it takes for employers to scan your resume; know your value proposition (your capabilities) and ensure you reflect them.

Your EOI should reflect your reason for pursuing the opportunity, your interest in the company, what you hope to learn, your value proposition, availability, and should be professionally laid out.

**Important:** proof read your resume and EOI before submission!

Your contact details should be those used daily. Ensure you have a professional greeting, allowing for a detailed message, and your email address should be professionally appropriate; i.e. princess@gmail is not appropriate.

**Important:** answer unknown numbers only if you are able to take the call; check your emails daily!

If you need assistance putting together your application, speak to BEL Careers; this is a valuable resource available to you during your time as a student at UQ.

**Important:** make the most of services offered to support you. [careers@bel.uq.edu.au](mailto:careers@bel.uq.edu.au)

### **Step 2. Preparation and Research**

Create a shortlist of at least 5 companies, and research these companies prior to sending your EOI. It is important you have a genuine interest in the company you are pursuing. Once you have exhausted your list of 5, research 5 more.

**Important:** the more you apply, the greater your chances of success!

Research is an important step of any application process as it prepares you for what to expect if selected for an interview; company values, environment, the team etc.

**Important:** the employer needs to feel you have a genuine interest in the company!

### **Step 3. Resources**

You need to be creative when sourcing placements in a competitive job market. Company websites, online job boards such as <https://www.seek.com.au/> <https://au.indeed.com/>, LinkedIn and StudentHub are great resources. If you do not have a LinkedIn profile, it is advisable to create one now. <https://bit.ly/32YyAll>

**Important:** 80% of vacant positions are not advertised; LinkedIn is regularly used by employers to promote vacancies!

Reach out to your personal networks; friends and family as they know you better than most.

**Important:** networking, whether people you do or do not know has proven to be a successful approach.

**BEL WIL Advisors can assist if you would like help to secure an internship.** Email: [employability@bel.uq.edu.au](mailto:employability@bel.uq.edu.au)

Think outside the box; focusing on popular organisations will make it challenging for you.

**Important:** small and medium sized companies are equally able to provide you with valuable learning outcomes.

Follow-up

Track when you submitted an application; if by the second week you have not heard anything, follow-up either by email or phone.

**Important:** remain positive and proactive; patience and resilience will help you prevail.

If you require further assistance with securing an internship, you can book a consult using this [StudentHub link](#) with a BEL WIL Advisor.