

Securing an internship: A step-by-step guide

Step 1: Resume & Expression of Interest

The first step in securing any role, internship or paid, is having a professionally presented, up-to-date resume. An Expression of Interest (EOI) is like a cover letter.

If you don't have one yet, you may find the following resources helpful to get started and guide you through the process:

- [Resume and EOI Guide](#)
- [Crafting a resume](#) - online module
- [Writing a cover letter](#) - online module
- [VMock](#) - an online smart resume checker

Important: Be prepared!

Before drafting your resume and EOI:

- **Research** the company thoroughly, each employer has different expectations.
- **Highlight** your soft skills that align with the opportunity. Don't worry if you lack technical skills; these are developed during your internship.
- **Know** your value proposition. Employers often scan resumes in just six seconds, make sure your strengths are clear and compelling.

Important: Tailor your resume and EOI to each opportunity.

Your EOI should include:

- Why you're applying
- Your interest in the company
- What you hope to learn
- Your value proposition
- Your availability
- A professional layout and tone

Important: Proofread both documents before submitting.

Contact Details: Use contact details you check daily:

- Ensure your voicemail greeting is professional and allows for a clear message.
- Use a professional email address (e.g., avoid informal ones like princess@gmail.com).

Important: Only answer unknown calls if you're ready to speak professionally, otherwise allow it to go to voicemail then call back when you are prepared. Check your emails daily.

If you need help with your application, contact the **BEL Careers Team** at careers@bel.uq.edu.au.

Important: Make the most of the support services available to you.

Step 2: Preparation and Research

Create a shortlist of at least five companies and research each one before sending your EOI. Once you've explored those, shortlist five more.

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

Research helps you prepare for interviews and understand company values, culture, and teams.

Important: Employers want to see genuine interest in their organisation.

Step 3: Resources

Be creative in your search, use company websites and online job boards, such as:

- [UQ StudentHub](#)
- [Global Mobility Internships](#)
- [Prosple](#)
- [Seek](#)
- [Indeed](#)
- [GradConnection](#)

If you don't have a [LinkedIn](#) profile, now's the time to create one.

Important: 80% of roles aren't advertised. LinkedIn is a key tool for employers.

Reach out to your personal networks, friends and family know you well.

Important: Networking, even with people you don't know, is a proven strategy.

If you need more support, contact the **BEL WIL Team** at employability@bel.uq.edu.au.

Important: Small and medium-sized companies offer valuable learning experiences, don't overlook them.

Step 4: Follow-Up

Track your applications. If you haven't heard back within two weeks, follow up via email or phone.

Important: Stay positive and proactive. Patience and resilience are key.

For further support, [you can attend a WIL consult with a WIL Adviser](#) or contact the BEL WIL Team at employability@bel.uq.edu.au.

If you're specifically interested in earning academic credit for an internship, this direct link provides details: [Internship for Credit](#).