

STIR UP YOUR FUTURE TOP TIPS

FAMILIARISE YOURSELF WITH THE EMPLOYER.

Before you apply for an internship, do some research and find out about the ethos of the employer you are hoping to work for. Think about how their workplace aligns with your own values.

CREATE A 'HOOK'.

Just like a catchy song that grabs your attention, applications should include moments where the reader is engaged and excited about the person behind the words – this may be a personal antidote, an unusual experience or opinion.

BE REALISTIC.

The world of work is changing, and the economic landscape is not certain, therefore it is important to diversify. Be open to new experiences – even if they are not in an area of work you have previously been interested in; you never know what doors it will open in the future.

THERE IS NO SUCH THING AS ORDINARY.

You may think what you do every day is ordinary – but it isn't! Think hard about the skills you utilise in your day-to-day life in school/college, at home, during sport, when seeing friends...etc. Consider how the ordinary can become the extraordinary in a workplace.

BE CONFIDENT.

Everyone has something to offer, therefore you must believe that you deserve a place on an internship.

BE SPECIFIC.

Do not generalise your skills and experiences: talk specifically about when you did something and exactly what you did.

THE ALTERNATIVE CAREERS FAIR

EMPHASISE YOUR FLEXIBILITY.

Internships can be busy experiences where you can end up being involved in a variety of different things; highlight how you are able to adapt to new settings and manage multiple tasks.

SHOW YOUR PASSION.

Ensure that you explain why the position is desirable to you and express your excitement about being involved with the specific internship to which you are applying.

MAKE IT EASY TO READ.

Everything you write should be clear, concise and to the point.

CHECK YOUR APPLICATION.

Proof-read your application many times to ensure spelling, punctuation and grammar are correct. Also check to make sure that you are communicating what you want to say – why not get a family or friend to read over it to provide some feedback before you submit?

DON'T WAIT TOO LONG TO APPLY.

What are you waiting for? You do not know exactly how a recruiter will review their applications, they could read them as soon as they come through, so why not be ahead of the game and be the first one to apply!

BE ORIGINAL.

Identify what skills you personally could bring to an employer that might be different from others, or how you could approach an application creatively – stand out from the crowd.

*STIR UP
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FUTURE*

IF YOU WOULD LIKE TO FIND OUT MORE INFORMATION ABOUT INTERNSHIPS, PLEASE VISIT:
[NATIONALCAREERS.SERVICE.GOV.UK/CAREERS-ADVICE/HOW-TO-FIND-A-VIRTUAL-INTERNSHIPS](https://nationalcareers.service.gov.uk/careers-advice/how-to-find-a-virtual-internships)