TIPS ON PREPARING YOUR INTERNSHIP APPLICATION

The most important thing to keep in mind when preparing your application for internships is to make it look professional and to include all your information relevant to the particular placement. Your résumé and cover letter is your chance to “sell” yourself to the host organization(s) and convince them that you are the right person for their internship.

EVIDENCE OF INVOLVEMENT WITH A CO-operative
Include your involvement with your co-op as experience on your résumé. You should include any positions that you have held such as House Manager, Maintenance Co-ordinator, Board member and include a brief description of your responsibilities. Also include any skills that you utilized in your co-op such as Conflict Resolution, Facilitation, Team Management, etc.

ENTHUSIASM
Include a good cover letter that sells yourself, your skills, and your employment goals. A good cover letter will make the difference of whether or not you are considered for a telephone interview and a job.

SPECIFIC JOB EXPERIENCE AND EMPLOYMENT GOALS
Be specific about the skills you have and the skill you wish to acquire. If you do not have a lot of experience in an area but would like a job in that area, you must convince the potential employer that you are a quick learner and capable and willing to learn the job.

RESOURCES AND ASSISTANCE WITH YOUR RÉSUMÉ AND COVER LETTER
There are many resources available to help you prepare a high quality résumé and cover letter. The first place you should check out is your campus career center. Often the center will have books with different samples of resumés and cover letters, and some will have counselors to critique your résumé and give suggestions for improvements. Another great place to look for résumé tips is the Internet. A web search of the keyword “résumé” will produce many hits. A few web sites to check out:

Career Development Manual – University of Waterloo
http://www.adm.uwaterloo.ca/infoecs/CRC/manual-home.html
This on-line manual takes you through all the important steps of career planning from self-assessment to career/job assessment. This manual has been specifically designed for university students.

WorkSearch—Selling Yourself to an Employer
http://www.garywill.com/worksearch/
This is a site that has a few resources on résumé-writing and many links to other sites and resources on the Internet.

Quintessential Careers—A Career and Job-Hunting Resources Guide
http://www.quintcareers.com/resres.html
This site also has many good links to writing an effective résumé and cover letter.

HOW TO SUBMIT YOUR APPLICATION PACKAGE TO NASCO
• DO use a word-processing application for your cover letter, résumé, and reference list and use a high quality laser or jet printer to print your materials. Your Intern Application form should be completed in legible handwriting.
• DO print your résumé and cover letter on plain white paper—We will photocopy them.
• DO single-side everything so that none of your information will be overlooked.
• DO put your name on all your submitted information.
• DO include telephone numbers of all references and how you are acquainted (co-worker, peer, past supervisor, etc.)
• DON’T fax your application package to us. Faxed copies aren’t always easy to read and are not aesthetically pleasing.
• DON’T staple your information together—We will take it apart and photocopy it.

Good luck with your application!