



APPING GUIDE

CORE DOMAIN

A go-to guide to understand the
basics of apping



Resources

Here are some resources to help you out with the different aspects of apping. Some of them are accessible only by using your LDAP enabled G-Suite account. Click on the text or folder icon to be redirected to the respective pages.



[Internship Resume Repository](#)



[Resume Making and Apping Session \(2020\)](#)



[Resume Making and Apping Session \(2021\)](#)



[Internship Preparation Resources](#)

Preface

Dear Students,

We at UGAC aim to help undergraduate students find and pursue career and higher education opportunities after their time at the Institute that is best suited to their abilities and liking. We wish to help you at every step of your journey at IIT Bombay and beyond! We recognize that many students choose to pursue internships and projects under the guidance of a professor or in a corporate setting, and applying to them is a process that can be pretty confusing to navigate. Thus, we intend to ease this crucial process with this booklet and help you prepare for it. Here, we provide you with general information about applying to Universities and Companies right from deciding to pursue apping to writing emails and SOPs and what is required for it. We hope this booklet provides you with answers to your questions. Feel free to contact us for any other assistance you may need.

All the best for your future endeavours!

Regards,

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2021-22

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Acknowledgements

To all the generous seniors who contributed, completing this booklet would not have been possible without the participation and help of all of you. Your contributions are sincerely appreciated and acknowledged. Thank you so much for your valuable inputs and insights into the "Apping Guide" and for sharing beneficial resources.

To the people who reviewed this booklet, we are grateful to you for taking the time. Your suggestions and advice helped us refine our ideas and approach throughout the process.

To UG Academic Council Members, we'd like to express our gratitude for your constant guidance and support. We must extend a special thanks to previous council members, Kirti Agarwal [ISAA(UG) and Head, Career Cell 2020-21] and Divyashree Tambade, Dwij Kabra, and Vishwarajsinh Gohil [Academic Coordinators 2020-21] for setting the entire process in motion.

To you, all the readers of this booklet, for their constant support and motivation. Any suggestions for further improvement of this booklet are welcome.

We apologize if we have missed anyone.

Core Engineering

Overview

If it's that time of the year again when everyone is scrambling for interns, and you, for one, are not sure what you want to pursue. Don't worry, we have got you covered. In the first edition of the Apping Guide, we bring to you a detailed procedure of applying for internships in the core domain. The booklet will cover what core engineering is and answer your queries about university and corporate internships in the said field. It'll help you get started with the process of apping which includes databasing, resume making, mailing, reminders, and whatnot. Towards the end, the booklet entails the tips and suggestions from senior students and alumni from IIT Bombay. Let's get started with this exciting journey ahead!

What is Apping?

Apping is a term that originated as slang or lingo and is used to describe the tedious, confusing and demanding process of applying to institutions. Apping is an extremely widespread but personal process wherein one discovers new ways to unravel the knots of confusion regarding what career to pursue or gets experience in different domains by applying to universities or companies for opportunities such as internships.

What is Core Engineering?

Do any of your courses like control systems or thermodynamics fascinate you? Are you interested in say, fluid dynamics and network theory?

In case your answer is yes, and you want to explore and learn more about the various topics that your department covers, then you might be interested in exploring core engineering. Core engineering careers are those that require the skillset and knowledge related to a specific branch of engineering or course studied by students. This apping guide will help you if you are looking for an external internship opportunity to explore and cement your interests in this domain!

Univ vs. Corporate

Let's begin by highlighting the intricacies of a University and a Corporate intern.

University Intern

A university intern offers you research experience on a topic of your interest under a professor or work in a preferred lab in the field. It could be an excellent opportunity if you are enthusiastic about exploring the core engineering field or are really fascinated to know more about a topic, or simply want to try your hand at research. A research intern at a University not only opens a plethora of opportunities for you to study and develop but also allows you to pursue projects which, besides being just an excellent learning opportunity, may lead to a publication and/or a Letter of Recommendation. You also get to build an academic network across the world and develop proficiency in your area of interest.

Corporate Intern

On the other hand, a corporate intern offers you opportunities to work on real-life projects or research about them in a corporate environment. What's different here is that instead of working with a professor and students, you will be working with a diverse team of individuals holding expertise in their own domains, usually as an employee of a company. Besides offering a steep learning curve, a corporate intern provides good opportunities to interact and grow in a corporate environment while testing your ethos of working in a team, a highly valued skill! In conclusion, a corporate internship offers an opportunity to delve into the intricacies of your topic of interest in a theoretical fashion while exploring its applications from a practical point of view.

Univ Intern

Why should you consider Apping?

People who consider apping in this domain generally want the experience of completing a university internship and might want to explore more in their research area of interest. Pursuing research is also an excellent experience to have for people who consider applying for higher studies. Hence, apping becomes an excellent option for those who wish to do a university internship of their choice!

What is the best time to start?

The best time to start the process of apping is as soon as you figure out what you want to do and when you feel you have a good enough CV to land an internship. If you are ambitious and want to go for foreign university interns, it is recommended to start preparing the database in October and complete the mailing procedure by December. The above timeline is just a suggestion, and following it should give you an edge.

All About Databasing

What is databasing?

Databasing is a way to compile information about the internships you would want to pursue including contacts of professors, universities and other details. For university internships, it is a way to gather information about professors working in research areas or universities that align with your interests. This usually includes curating a spreadsheet consisting of information about universities, their professors, their research areas, and Email IDs.

- **Step 3:** Generally, professors who have worked with UG interns before are more likely to give a favourable response. You should also look for the intern hiring policy of the professors and go ahead only if they have **not** mentioned that new interns are not being taken.
- **Step 4:** The most important thing that one should keep in mind while starting to create a database is that the individuals' research interests should be aligned with that of the professor, and if one's previous work matches with the area of the professor's research, it is an added advantage. You can also contact seniors who have interned there to know more about their experience.

Getting Started

- **Step 1:** The database is generally prepared on a spreadsheet. The basic format should entail the headings like the University Name, Professor's Name, Professor's area of research, Professor's website link or/and Email ID, Mobile number, and Status or your comments.
- **Step 2:** Use the Internet to search for various universities. Try to make an exhaustive list in the sheet, which contains all the universities or the professors that you want an internship under. One can make a list of universities according to ranking, though rankings should not matter that much.

Mails and SOPs

Who do you generally address mails to?

Mails are generally addressed to the professors under whom you want an internship. Greet them by writing Dear Professor <name> and then write the body of the email.

What should be included in the Cover Letter?

- One can mention CPI, Department Rank (if you want to), academic achievements (JEE Ranks, Olympiads, etc.)
- You can mention your background in the chosen research area, including relevant courses, online courses, and projects.
- It's best to try to be specific to the Professor you are applying to. Sending personalized emails and mentioning that you have read about his/her research work creates a good impression.
- Try not to ask about stipend when communicating for the first time.

How many mails are to be written?

Applying can be a tedious process requiring a lot of patience to get a successful response. A part of it is based on luck too. Successful applicants suggest sending at least 100 emails. If you are lucky, you might get a positive response early enough, but usually, it is 1-2 positive responses per 100 mails.

How to send reminders ?

Generally, it's best to send reminders after around 2-3 weeks. If the Professor is someone you really want to work with, it is better to send a reminder consisting of sentences like "Gentle Reminder Sir/Mam. Waiting for your reply" after a week on the same mail thread.

How to attach your resume/ CV?

It is advisable to put your resume on BigHome (<https://bighome.iitb.ac.in/>) instead of attaching pdfs.

Mails and SOPs

How to respond to acceptance/ decline mails?

Responding to Declining Mails:

For declined mails, you can reply with a "Thank you for your response." In some cases, the professor might ask for an interview, so you can reply accordingly.

Responding to Acceptance Mails:

You can thank the professor and work out the logistics, such as stipend. It is recommended to mention this indirectly in terms of travel expenses, accommodation charges, etc., rather than mentioning compensation directly in case the professor does not mention these details their self. In some instances, professors could ask about your funding scenario so you can reply with a "Thank you" and let them know soon.

Always make sure that you have a confirmed internship before you decline any opportunities.

Corporate Core

Why should you consider Apping?

One of the main reasons to consider apping is to secure an internship opportunity whose work will lie in your domain of interest or to explore various profiles. There might not be enough opportunities open in the core domain (sans coding) through the PT Cell or might not align with your interests. Major companies also tend to open for students in their third year in our institute, so there is only a little chance for sophomores to secure internships without applying externally. Hence, apping becomes a very good option to secure an internship of your choice, if you are willing to explore.

What is the best time to start?

The most successful applicants suggest starting the process of databasing for summer corporate internships just after the 3rd semester, i.e., around mid-November, and start mailing after that. It is recommended to have a sufficient database of the companies for winter corporate internships by the end of September.

All About Databasing

What is databasing?

Databasing is a way to compile all the contacts you wish to acquire. The corporate sector's databasing should comprise specific profiles and companies you want to gain experience from. Look for well-established companies, start-ups, market leaders, etc., on the internet, analyze your interests and try to conclude. You may also consider talking to various seniors who have similar interests and have done internships in the past.

Getting Started

The database is generally prepared on spreadsheets.

- Step 1: The basic format should entail the headings like: Company Name, PoC's (Point of Contact) Name, PoC's Designation, Email ID, Mobile Number, Profile Link, and Status/Comments.
- Step 2: Use the Internet to search for companies. Try to make an exhaustive list of companies on the sheet which look for jobs that match your profile.
- Step 3: Search for the company on LinkedIn. Use the filters to target the Human Resources (HR) associate/manager.

- Once you get the profile, paste the name of PoC, their designation, and profile link in sheet.
- Step 4: Prepare a cover message for a connection request. You can introduce yourself briefly and mention that you are looking for an internship.
- Step 5: Once you send the connection request along with the message, look for the "People Also Viewed" tab on the right corner. These are PoCs with similar profiles.
- Step 6: Go to these profiles and repeat the same procedure. Email IDs cannot be seen on LinkedIn as long as the PoC doesn't accept your request. You may consider using email extractors like Rocket Reach, Clearbit, Email finder, etc.
- Step 7: You can look for job openings in the Job section of LinkedIn. The profiles which match your interests can be seen. You may consider applying through the steps they have mentioned.
- Step 8: A search on Google like 'McKinsey Internship Opportunities' will lead you to their hiring websites.

Mails and SOPs

Who do you generally address mails to?

Mails are generally addressed to the Human Resource (HR) Manager/ Associate of the company. If the company you're looking for is a startup, you can directly write the mail to the Director/CEO. Greet them by saying Dear <name> Sir/Ma'am.

How many mails are to be written?

Apping can be a tedious process requiring a lot of patience to get a successful response. A part of it is based on luck too. Successful applicants suggest sending at least 100 emails. If you are lucky, you might get a positive response early enough, but usually, it is 1-2 positive responses per 100 mails.

How to attach your resume/ CV?

It is advisable to put your resume on BigHome (<https://bighome.iitb.ac.in/>) instead of attaching pdfs.

What should be included in an SOP and Cover Letter?

Refer to the same in the Univ Section, All that is mentioned there is applicable here as well.

Other Advice

It is advisable to use mail tracker widgets and extensions like Streak CRM, which keeps track of views and last time seen and stuff.

Make sure to use a personal Gmail ID for mailing purposes. Avoid the use of IITB Email ID as the browser may mark your email as spam due to domain issues.

How to send reminders ?

Generally, it's best to send reminders after around 2-3 weeks. If the company is one you really want to work with, it is better to send a reminder consisting of sentences like "Gentle Reminder Sir/Mam. Waiting for your reply" after a week on the same mail thread.

Some Experiences

"Seniors have found remote internships to be really productive with a lot to learn and given the covid situation, they are a good option to consider. Also many profs don't have funding options available for on-campus interns. So, they instead agree for remote internships."

"The process was a bit daunting. It does test your patience at times because, in my case, the success rate was low. My internship was a remote internship. It was an amazing experience. I was working closely with two postdocs, and every week we used to discuss our progress in two group meetings with the prof. It was a chilled-out scene. My internship was on speech recognition, and my advisors were keen on getting a research paper with me. The process was really smooth for me. After one reminder, the prof directly accepted the internship. Before I even brought it up, he agreed to give me a generous stipend and cover travel expenses. However, Covid-19 canceled the whole internship for the summer. After some persistent requests, they agreed to have the internship virtually in December. I am currently doing the internship, and it has been quite good."

"Just keep sending emails. It may take really long to get your first positive response so its important to keep patience and just keep sending mails."

"I wanted to work in the area of NLP/Automatic Speech Recognition/ Machine Learning. From my experience, I can tell that it is important to keep sending emails. Many profs will give a downright "NO" or will not reply. In my case, writing prof-specific emails did not work that well. So I clubbed profs working in NLP and created one email that highlighted my NLP projects/courses. Similarly, I created another email highlighting my speech recognition projects/courses etc. And I sent these generic emails. Finding out which professors your seniors have interned with is also helpful. These professors are more likely to accept interns."

Some Experiences

"The process of applying or applying externally can be very tiring. Many times it's not because of just the nitty-gritty of the process that you need to keep in mind but also because of seeing people around you get an internship. But not losing patience is the key here. There is no well-defined success rate here. Heck, there is not even a definite period that can be defined after which you will get the opportunity you want! But this uncertainty should keep you going. I have seen many seniors and batchmates get their internships as late as March!

You might also lose patience in between; you might want to just give up after the string of rejection emails (or even no replies, which is worse) but keep the outcome in mind, how it would help you get an experience which you always wanted. If not the big corporate company you had set your heart on, there will definitely be a startup that can provide you with a unique experience and awesome learning.

Don't be afraid to try out something new. If there is something you feel not a lot of people do, don't be bogged down and decide not to do it.

Talk to seniors about it, connect with suitable alumni if needed (a very effective way to solve doubts and get more information as I have heard) and get to know more about it.

Lastly, put in a sincere effort in whatever you plan to do. It seldom goes to waste - if not something you planned early on, you will definitely get something unique in its way."

Contact us

We have put our best efforts in adding to the booklet and presenting the information to you. However, some inadvertent errors might have crept in, we would be glad to be informed about the same. We are open to suggestions and ideas from your side to improve the same. Please feel free to contact any of the UG Academic Council members.



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